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Rain, Rain, Go Away! Greetings from the Willamette Valley. When my three boys were just young tikes, we moved from Eastern Oregon to the Willamette Valley in the summer of 2008. In addition, I was born and raised in north-central Oregon, and so in my first 12 months of being in the “valley,” I saw more rain than I had seen in my lifetime! Typically, the rain and gray skies do not bother me, but sheesh! Enough is enough already! {She says with a smile :)} Anyway…

It was great to attend the 2022 ICMA West Coast Regional Conference at beautiful Skamania Lodge in March and see some Oregon folks there. Salem’s Public Works Director, Peter Fernandez, presented during the “West Coast Water Issues” session.

In April, I also attended the LOC’s 2022 Local Government Spring Conference at the Eastern Oregon Trade and Event Center in Hermiston.

The Senior Advisor vacancies for the Eastern Oregon and southern Willamette Valley regions will be filled soon. In January, Nolan Young was appointed to serve as the Senior Advisor for Region 8, formerly served by Larry Lehman. Nolan recently retired from his post as City Manager for the City of Fairview. The OCCMA Board will hold a Special Meeting in May where an appointment will be made for Region 5, formerly served by Wes Hare.

Scott Derickson, President-elect and Chair of the Professional Development Committee has been keeping me updated on the progress of this year’s summer conference. The committees are working on tasks identified in this year’s work plan, and we will hear their updates at the board meeting during this conference. We are in for another excellent conference. I am looking forward to seeing many of you at Eagle Crest July 19-22.

It feels really good to start getting out and about again and seeing so many of you! As I’m sure we all do, I value the relationships that have been formed in our network of professionals. We are each fiber of an incredible network where we can learn so much from listening and talking to one another.

Take care, and I hope to see you in July!

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### 2022 CALENDAR OF EVENTS

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<tr>
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Support for City/County Managers from the Center for Public Service

Scott Lazenby, OCCMA Lifetime Member and CPS Manager of Local Government Projects

In my career as a city manager in Oregon, I always looked forward to visits from my Range Rider or Senior Advisor, as we call them now. And what I especially appreciated was the parts of the conversation that never appeared in the OCCMA newsletter: relations with a difficult council member; a messy personnel challenge; a local gadfly who was a thorn in the side of the city.

My retired-colleague-turned-Senior Advisor could provide wise counsel based on her years of experience in the profession. And she could often point me to resources that would help with my challenges, such as other managers who had faced the same thing. Or she would put me in touch with an expert at CIS when the issue involved personnel or legal liability.

PSU’s Center for Public Service can also support city and county managers. We can help with council goal-setting and strategic planning processes, or organizational analysis, offering a neutral third-party perspective. For example, we provide a customized version of our biennial Elected Officials Boot Camp to help city council members be effective as policy leaders, and build a strong working relationship with their appointed professional managers.

The Center for Public Service connects university resources—faculty, graduate students, and “senior fellows” (current and former experienced professionals)—with local governments facing challenges, so there is almost no limit to the kinds of training and consulting work that can be provided. CPS has delivered DEI and cultural competence, civic engagement, process improvement, and cybersecurity training. The center has provided consulting services ranging from regional fire service agreements to performance measurement. We can even connect you with graduate students for internships or special projects of any length.

More information is on our website at PDX.edu/center-for-public-service. The local government section of the website also includes a database of cities’ home pages, municipal codes, and, although under construction, fees and charges, and pay plans.

But the easiest way to find out if we can help you with the challenges you face is to contact us directly. My email address is slazenby@pdx.edu. CPS Director Sara Salzberg can be reached at ssaltz@pdx.edu.

https://www.pdx.edu/center-for-public-service/

SAVE THE DATE

Fall Workshop and Membership Meeting

October 5, 2022

Riverhouse, Bend
It is spring 2022. We have faced the challenges of a global pandemic for two years. The fight is not over, but signs of improvement are evident. Thinking about the past and forecasting what’s next can be overwhelming. Simply saying this experience has been unprecedented is an understatement.

While the past couple of years has been like none on record, they spotlight the need for outstanding leadership. As you prepare to reach the next level of normalcy, how have you done as a leader? How have the leaders in your city and on your team done? Has the experience brought you closer together? Are you now better prepared for the next challenge to come your way? As a leader, that is what you are trying to achieve – overcome the challenges of today while developing individuals, your team, and the culture of everyone involved so that even more can be endured and achieved tomorrow.

Your leadership approach can make average, good; good, great; and engender a sense of meaning and purpose in work. Are you accomplishing such results? Is there room for improvement? No doubt, “Yes!” to both questions.

People want genuinely exceptional leaders, especially in times of significant change. You can be that leader. It starts with mindset.

The power of mindset is more than viewing the glass as half-full rather than half-empty. It is more than painting a rosy outlook on the reality of our challenges. Mindset is an attitude. It is the initiating force anyone leverages to build something new, reengineer something to be better, or bring about a change in things. Our mindset initiates a sense of possibility from which our actions follow. Therefore, our mindset serves as the foundation of our results. Successful leaders have an unwaveringly positive mindset regarding what can be accomplished. General Colin Powell explained it this way: Perpetual optimism is a force multiplier. This brings up an important effect of mindset: it has a multiplying impact on those around us. Whether negative or positive, your mindset multiplies as it influences others. To be sure, the opposite of a positive mindset has the same effect.

Think over the past couple of months (and years). Have you displayed perpetual optimism?

Choose to be positive. Have an “it can be done” attitude, another piece of leadership advice from General Powell. Your mindset is the root cause of your results; it is the foundation of your success. It is also the foundation of the ICMA High Performance Leadership Academy, a 12-week, fully facilitated online program designed to enable existing and emerging city leaders to achieve their fullest potential. Over 1,000 city leaders have earned their Master Certificate in High Performance Leadership from ICMA this past year, and the results are, well, “Unprecedented!”

The program was an amazing journey to learn and discover where I’m at on my path to leadership.

The practical tools for practicing positive leadership have been incredibly helpful and thought-provoking.

The lessons on positive leadership, change management, and the Mutual Gains Approach to negotiation were so timely and relevant to my position as a public servant and leader. It opened my eyes to better thinking of my role as a leader, which I had not taken the time to do. It broadened my thinking about my influence on others, both elected, and non-elected department directors, as well as my influence on the general atmosphere of our local government environment. It gave me so much to think about and to make plans to work on. I’m excited to see improvements that I can make.

Learn more about the ICMA High Performance Leadership Academy at https://icma.org/icma-high-performance-leadership-academy.

What have you and your team planned for the rest of this year, next year, and beyond? What is your mindset when you think about the goals you aim to accomplish and the challenges you will face? Whatever the goals and challenges, know this: It can be done!

In addition to mindset, there are several other critical factors for effective leadership. Your team can apply the four strategies of positive leadership, which is helpful when planning, executing and sustaining the eight steps of positive change, which are necessary to keep competing resources aligned to and deliver high levels of excellence and value in services. You can do this! And, if you and your team need leadership development to support this, contact us at the ICMA High Performance Leadership Academy.
Is Your City Doing Well by its Trees?

Kristin Ramstad, Urban and Community Forestry Assistance Program, Acting Manager

Are the trees in your city a source of pride or a cause for concern? Are the people in your town worried about the number of trees being removed to make room for housing? Does your town want to make “climate-forward” choices on tree selection and care? Would your city staff benefit from knowing how to mitigate tree risk in public areas? Could your city planners or public works staff benefit from research-based best management practices in tree planting and care specifications?

Suppose you have answered “Yes” to any of these questions. In that case, the ODF Urban and Community Forestry Assistance program may be able to help you.

The Oregon Department of Forestry Urban and Community Forestry Assistance program has been assisting cities with urban tree issues for over 30 years. Many of you may already know us because we administer the Tree City USA program, along with the other Arbor Day Foundation Recognition Programs such as Tree Campus and Tree Line USA. Some of you may have met us at League of Oregon Cities tradeshows. Several of you may have attended our past conferences, training, and workshops. For those not familiar with our work, we are a free, non-regulatory resource for cities and communities wanting to improve and increase their tree canopy or that have periodic tree questions and concerns. Here is a shortlist of what our program staff can provide:

- Help your city become recognized as a Tree City USA!
- Offer advice and guidance on planning for and conserving trees during housing development
- Assist cities in increasing tree canopy in underserved and marginalized areas
- Supply information and resources on Low Impact Development and developing green infrastructure solutions to mitigate the effects of climate change
- Guide invasive (insect) species preparedness
- Encourage and train city staff and volunteers to use our free tree inventory and mapping resource, Tree Plotter Inventory

(continued on page 6)
- Provide technical training and onsite assistance to cities considering hiring/contracting trained urban forestry staff; adopting or revamping tree codes; establishing city tree advisory committees; and creating urban tree risk and urban forestry management plans.

- Promote climate-smart best management practices for urban tree selection, management, and care

- Offer ideas for community Arbor Month celebrations and draft wording for Arbor Day proclamations

The ODF U&CF program staff can also guide county staff working on urban forestry issues in urbanizing but unincorporated areas, usually on a time available basis. Additionally, with the anticipated receipt of Infrastructure Bill funds, the program expects to support community urban forestry projects with pass-through grant funding later this year and next year.

If you are interested in learning more about our services, have a tree-related question, or want to become a Tree City USA – please send an email to urbanforestry@odf.oregon.gov. Also, please check out our website and sign up for our quarterly newsletter for urban forestry tips and grant funding opportunities.


City of Philomath Arbor Day Celebration.

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The OCCMA Board of Directors Seeks Applicants for 2023!

The OCCMA Board is accepting applications from current OCCMA members who are interested in serving on the board as a director or president-elect (note: candidates for president-elect must have previous service on the OCCMA board). In creating a proposed board slate for the membership’s consideration, the OCCMA Nominating Committee gives due consideration to representation of all areas of the state and cities of all sizes and includes at least one county member and one assistant member. Elections take place at the OCCMA Membership Meeting scheduled for October 5th at the Riverhouse on the Deschutes in Bend, prior to the OCCMA Fall Workshop.

New board members will join continuing members November 17-18 in Silverton for the board’s annual retreat. The new term of office begins in January 2023. Terms of office for director positions are three years. If you are interested in applying please contact Angela Speier at aspeier@orcities.org or 503-540-6599.
Fun Happenings from Around the State

The city of Toledo has a new mural to welcome everyone to Main Street. The mural was painted by Jeremy Nichols working with the Portland Street Art Alliance. It was partially funded by a Hometown Grant from t-mobile.

The Aurora Colony Historical Society is thrilled to announce the dedication of the Will Family Preservation & Research Center on Saturday, June 18th at 2:30PM in conjunction with the return of the Strawberry Social. This important building will now house the Old Aurora Colony Museum’s historic objects and archival materials. Such objects as Dr. Keil’s chair, the Aurora Band’s music, and the many intricate quilts will be safely stored in a climate-controlled space, ensuring their preservation for years to come. On June 18th, strawberry shortcake, music, and activities for all ages will take place in the Old Aurora Colony Museum’s courtyard from 1-4PM. Presentations will begin at 2:30 at the Presbyterian Church followed by a ribbon cutting on the steps to the Will Family Preservation & Research Center. For a unique peak behind the scenes of the museum, the community is invited to tour the building between 3:30-5:00PM. We hope you will join us in celebration Saturday, June 18th.
Fun Happenings from Around the State

Coquille's Sanford Heights Park was completed by public works in December 2021.

The city of Coquille's Hundred Acre Wood Trail project is a trail system that winds through a wooded area just on the outskirts of Coquille. The trails will be designed by Ptarmigan P'trails.

OCCMA Summer Conference
July 19-22, 2022
Eagle Crest Resort, Redmond

Registration is now open for the OCCMA Summer Conference, click here to view the preliminary program. Please note that registration is processed through LOC’s registration portal and that your login will be the same as your LOC login. If you are unsure what your login is please contact loc@oricities.org.

Hotel reservations may be made at the host resort, Eagle Crest Resort, by calling 855-682-4786 and requesting rooms for the Oregon City Managers 2022 Summer Conference.

REGISTER HERE
Updating City Council Rules

Tips to Ensure a Successful Process

David Milliron, North Bend City Manager

In April 2021, the League of Cities facilitated a three-hour training with the North Bend City Council on the “10 Effective Habits of City Councils.” During the training, the City Council, seemingly by consensus, noted that since its rules of procedure had not been comprehensively reviewed or updated in five years, it may be appropriate to have its city administrator start the process.

The city engaged LOC General Counsel Patty Mulvihill to review our rules and work with our Mayor, Council President, City Administrator, and City Attorney on updating the document. The governing body asked the LOC to specifically help them review and amend particular areas of the document, including the role members of the city council play on committees and commissions, the interaction between city council members and city staff, agenda-setting, and censure. It was also suggested that reviewing the rules of procedure of other similarly situated cities may provide ideas that the city would want to incorporate into its own rules.

The project spanned several months and included three virtual meetings with the workgroup. A comprehensive review of current and comparable rules included:

- Reviewing the current Rules to identify: sections that should be amended or enhanced; areas that should be deleted; conflicting or duplicating sections; ensuring all sections are consistent with the charter and municipal code; and identifying missing provisions – provisions that best practices suggest should be included.
- Reviewing the current rules of procedure of similarly situated cities to identify their practices for comparison and identify if they have any provisions that would be helpful to include in its updated Rules. Comparable cities included Astoria, Baker City, Brookings, Coos Bay, Cottage Grove, Coquille, Fairview, Florence, Independence, Molalla, Monmouth, Newport, Ontario, Prineville, Silverton, and Waldport. Cities were identified as comparable because they are located within two hours of North Bend or are similar in population.

- Drafting updated Rules.
- Presenting the proposed Rules to the workgroup for initial review and consideration. Comments, feedback, and suggested edits resulted in a second draft being prepared.
- Presenting the second draft to the City Council for review and consideration.
- Presenting a final draft of the Rules to the City Administrator for delivery to the City Council.

The project cost $2,400. LOC’s participation in this project was done on a pilot basis. Once the LOC is fully-staffed, it will analyze its participation with the city of North Bend, identify if this type of service is one needed by other LOC members, and then identify if it has the resources to provide this type of service on a more consistent basis. North Bend’s revised rules are available at [https://bit.ly/3MVEJ6m](https://bit.ly/3MVEJ6m) and will be reviewed annually. As a resource, the LOC also publishes a “Model Rules of Procedure for Council Meetings” (March 2017 version) at [https://bit.ly/3shxZb4](https://bit.ly/3shxZb4).

Marty Wine, Monmouth City Manager

Council rules can take many forms, and are often drafted in response to some situation that has arisen, such as communication challenges among individuals on the Council, or to direct how communication with staff or responding to Council correspondence will be done. I have seen Council Rules drafted to suggest “best practices” (continued on page 10)
and “mandates” that set expectations of Councilor behavior and conduct inside and outside of meetings. I have seen Council Rules that relate to how individuals will carry out their liaison roles with city boards and commissions. And I’ve seen Council Rules that outline how Councilmembers can censure their colleagues. Ultimately, the Rules that I’ve seen work best are suggested guidelines that have been discussed and agreed to by all members of the Council at the beginning of the time they serve together. Council Rules are only as effective as the board members’ ability and willingness to self-enforce them, meaning that the elected officials can use the Rules to hold one another accountable. It’s a good practice for the Council to review and affirm their Rules every few years so that when they are needed, the Rules are there for them.

OCCMA Offers New Services for Managers in Transition

Counseling Services

This article describes various programs available to managers in transition (MIT) through the OCCMA. In October 2021, the OCCMA Board of Directors adopted Article 10 (Managers in Transition) as part of the OCCMA Policy Annex.

In February 2022, OCCMA President Susie Marston contracted with Canopy Wellbeing to offer managers in transition up to three confidential counseling sessions. These complimentary sessions can take place in person, virtually, or over the phone for such topics as marital conflict, stress management, depression, family relationships, anxiety, grieving a loss, alcohol or drug abuse, or career development. MIT’s can access this program by calling 800-433-2320 or texting 503-850-7721 and stating they are in the OCCMA Manager in Transition Program.

Reputation Management Services

Online reputation management is the process of preventing and repairing threats to a manager’s online reputation, but it also involves building a strong positive presence. In March 2022, the OCCMA Board of Directors authorized offering reputation management services at a subsidized rate for managers in transition. OCCMA has partnered with Tripepi Smith to offer three different options to enhance a manager’s online footprint and bolster their professional appearance:

- **JumpStart:** Help the MIT get started on the three major social media platforms (LinkedIn, Twitter, and Facebook). **Cost:** $550

- **Tune-up:** Meant for intermediate social media users who need a professional review to ensure they are following best practices on LinkedIn, Twitter, and Facebook. In addition, the Tripepi Smith team will interview the MIT to create positive content on two respected local government websites: publicceo.com and civicbusinessjournal.com. **Cost:** $715

- **New Ride:** For MIT’s serious about protecting or repairing their online reputation. In addition to the benefits of the JumpStart and Tune-up packages, the Tripepi Smith team will create a personalized website/blog to showcase their professional achievements. The new website will be search engine optimized to improve the quality and quantity of website traffic to the site from major search engines. **Cost:** $2,200

The OCCMA subsidy ranges from $340 to $550, depending on the service level. If you are interested in learning more about these services, please contact Angela Speier at aspeier@orcities.org.
The OCCMA Civic Engagement Committee was created to provide resources for members to communicate with their council, community, and future local government professionals about various topics relating to the City Management Profession. The committee is fortunate to have Portland State University MPA Student Ashleen McGirk specializing in local government, working with OCCMA to prepare a toolkit for managers. The toolkit will include templates on various topics that apply to most communities, such as City Manager form of government, local government budgets, and suggestions for people looking into the profession, among other topics.

The OCCMA board identified a need for these resources at the November 2021 retreat. The toolkit will provide materials that can easily be modified to meet the needs of Oregon communities; this will be especially beneficial to communities that may not have the time or resources to develop the materials on their own. “Ashleen is interested in community engagement, making this the perfect partnership. She can apply her coursework to a project that will immediately provide a valuable resource to many Oregon communities,” said Zoe Mombert, OCCMA Civics Engagement Committee Chair.

To select the topics, Ashleen interviewed Civic Engagement Committee members before finalizing the list of issues. She will create a template for each subject, which local government professionals can modify to use in their community. The templates will be compiled into a toolkit early this summer and available to all OCCMA members. It will be presented to OCCMA members at the Summer Conference in Eagle Crest.

“This is a very exciting opportunity to integrate my coursework at PSU with my professional goals. A lot of residents don’t know the impact local government has on their day to day lives, so I hope the toolkit will also help raise awareness of the hard work and dedication of our local government employees.”

-Ashleen McGirk
Wherever You Are, Great Managers Recognize the Need for Early Career Experiences

Perspectives from ICMA’s affiliates in the United Kingdom, Belgium, Kenya, Netherlands, Denmark, Canada, Sri Lanka, New Zealand, and ICMA China Center and ICMA México-Latinoamérica.

by Rob Carty, director, ICMA Career Services and Next Generation Initiatives | Mar 29, 2022 | ARTICLE - ARTICLE

The United States is in the middle of a talent upheaval, and ICMA’s international affiliates describe a variety of similar issues. Lack of qualified candidates, trouble recruiting, and students uninformed about or disinterested in public service (usually based on false impressions of what local governments do or how they function). Some also report very similar ‘next generation’ talent crises with a growing retirement-age population with smaller generations following.

But the solutions are relatively simple and timeless. We have perspectives from ICMA affiliates in the United Kingdom, Belgium, Kenya, Netherlands, Denmark, Canada, Sri Lanka, New Zealand, and ICMA China Center and ICMA México-Latinoamérica. Mixed with the experiences of managers in ICMA’s U.S. membership, these perspectives demonstrate that managers around the globe are facing similar issues related to talent acquisition, and approach early career engagement in similar ways, with some variation in tradition, community size, and funding available.

What kind of early-career workforce trainings do you have to introduce students to local government?

Internship is a commonly used concept in the United States to introduce students to the professional life. When we ask about the practice outside of the United States, everyone answered that they engage students in a form of step-up on-the-job training for current or recent graduates. Taking a variety of names—such as internship, fellowship, stage, attachment, traineeship, graduate job, cadetship, apprenticeship, or professional practice—they take different forms: some during school, some after. Some are only for post-graduates, and some are requirements for graduation. But what everyone recognizes is that connecting students to real world work and mentoring is critical for developing new professionals and supporting the public service workforce.

When do you engage students in these types of programs? And how long to they last?

Creating a meaningful internship/apprenticeship was a recognized goal, but with many iterations. Here are some of the recurring themes:

- Universities offer a job-bank where students can upload a resume/CV that organizations can use to find talent.
- Programs are offered directly or through partnerships with universities for students while in school, immediately after school, or in the summer or between academic terms.
- Internships are full- or part-time.
- Most post-graduate programs are paid employment.
- Full employment after an internship is rarely a guarantee; most students that complete a training program still need to apply for a full-time position.
- Some respondents did not offer unpaid or volunteer student programs.
- Many programs were six months, usually for current students. Some offered more intense programs like a management traineeship or fellowship with a 1-2 year duration.
How do local governments raise awareness about trainee programs? Do you have any trouble recruiting?

Difficulty attracting students to work for local government appears to be a common theme among communities worldwide. Maybe it’s the media, maybe it’s some of the bureaucracy, maybe it’s residents that might be challenging to support or satisfy. But it’s also that we don’t tell our story well enough about how impactful and rewarding this work in local government can be. Some of our respondents reported:

- They have a challenge recruiting/attracting interest in positions in local government.
- Interns aren’t being engaged to build staff or capacity.
- Only specific departments trained and hired interns, often in technical service areas.
- Some of the ongoing projects are too complex for recent graduates, or require too much oversight and supervision.
- Depending on the size of the community, there isn’t funding for these positions.
- Communities sometimes hire students or trainees directly, sometimes they only work with schools.
- A few reported a shortage of qualified candidates.
- Job fairs in partnership with universities when available were helpful.
- Some could only hire from provincial management services and not directly or with universities.
- Sometimes there is no trouble attracting interns for technical roles, but trouble keeping them medium to long-term given competition and salaries from other sectors.
- Students still need to pass a civil service exam, even after a traineeship.
- One noted they have to be proactive when engaged in on-campus recruiting—in a tight job market for talent, the students may not find you!

Is coaching or mentoring a part of your early-career programs?

Mentoring and coaching was fairly different from all our respondents. Most have some kind of program, but it is usually reserved for more senior employees and not entry-level or trainees. But coaching and mentoring is key to employee success and retention, and despite staff capacity issues with staff time, mentoring should be made available to everyone in some kind of training program.

- Mentoring is professional and usually reserved for more seniority.
- Mentoring is less individual and more project-related.
- Trainees are assigned a permanent internship supervisor who gives feedback and coaching.
- Some reported association-based guidance for building and developing coaching programs.
- Summer internships have built-in mentoring from a senior staffer (not a professional coach).
- A professional mentor is assigned as part of a structured program.

"Even though there are openings, there is not much interest from students in our area of work for internships."

The bottom line: one of the manager’s jobs is to find, attract, and prepare tomorrow’s workforce. If you can, hire an intern or engage with a student or early-career talent in meaningful ways.

In summary, do something that works for you, but building capacity through real world work experiences and exposure is critical to creating and maintaining tomorrow’s public sector managers and senior staff. Funding and time are key obstacles, and sometimes there just aren’t pathways around that. Larger communities have more internships or training opportunities, but they don’t always do more in this area than some smaller communities. Summer internships are cheaper and easier than larger, more structured programs, though sometimes even those are out of reach. But there are schools everywhere, and students want meaningful work that makes a difference, even before college or university. When we build awareness and interest, the candidate pools increase and are more competitive.

ICMA and other affiliates have developed resources for their memberships to help with some of these challenges, including raising awareness for these internship programs, and volunteer coaching and mentoring. You can find some resources at icma.org, but also check your state, regional, provincial, or country professional management association.

Thanks again to our partners in the United Kingdom, Belgium, Kenya, Netherlands, Denmark, Canada, Sri Lanka, New Zealand, Mexico, and China, for sharing their internship stories!
UPCOMING FREE WEBINARS – Register at icma.org/coachingwebinars

THURSDAY, APRIL 14
Community Engagement: The Art of Doing it Well

WEDNESDAY, MAY 18
Managing Council/Staff Relationships in an Election Year

THURSDAY, JUNE 16
The Generational Workforce: Why It’s Important to Know the Work/Lifestyles of Your Teammates

THURSDAY, SEPTEMBER 8
Organizational Culture: Use the Return to Work to Attract and Retain Talent

WEDNESDAY, OCTOBER 20
Alternatives to Silo – Leadership at Every Level

THURSDAY, NOVEMBER 17
Everyone Has Personal Challenges: How to Balance Personal Requirements and Organizational Demands

All Webinars start at 1:30pm eastern time.

Can’t make it to the live webinar?
Register and get an automatic email notice when the recording is available.
icma.org/coachingwebinars

SAVE TIME! SIGN UP FOR ALL SIX 2022 WEBINARS AT ONCE!
bit.ly/3r5k4nm

Additional free coaching resources at ICMA’s Career Center (icma.org/careers):

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

Join our list for coaching program updates and more: email coaching@icma.org.

Learn more at icma.org/coaching
Several years ago, the City of Gresham began its Diversity, Equity, and Inclusion (DEI) journey. However, the City Council recently adopted a DEI resolution and approved the hiring of a DEI manager to formalize the work and ensure that the work is supported by leadership. The DEI Manager was hired in January, and she has begun to lay the groundwork for this important work. We have developed the following DEI vision and goal statements:

• Vision: To advance DEI within the City of Gresham’s work environment, government, and civil life by promoting fair treatment, inclusive access, and equitable opportunities for employment, services, and business.

• Goal: Provide leadership to institutionalize the integration of diversity, equity, inclusion, and belonging considerations into the City of Gresham’s employment practices, work environment, decision-making projects, municipal services, community engagement, and budget considerations.

We have also developed three outcomes we seek from our DEI program, including:

• An equitable (fair), diverse and inclusive workforce, work environment, and contracting practices

• Partnerships with diverse community members in the creation of plans and implementation of actions that will achieve a thriving, equitable, diverse, and belonging community for all Gresham members

• Transparent and ongoing communication of DEI activities

There are specific strategies our team will deploy to achieve those outcomes. We will work to implement sustainable recruitment and hiring best and promising practices (procedures and processes) to increase the diversity of the City’s workforce while developing and implementing city-wide practices that support the retention and promotion of a diverse workforce. We also will work to cultivate and support a diverse, belonging, inclusive, and safe (emotionally and physically) work environment. In addition, we are currently working on a procurement diversity program.

To move toward our second outcome, we have three key strategies. First, to ensure accessibility to our city services for all and use an Equity Lens tool to identify, assess the impact of, and recommend changes in policies and procedures to address any inequities in our strategies. We also intend to engage a diverse representation of community citizens and critical sector stakeholders (education, healthcare, business, and city government) in identifying strategic goals and activities within the Gresham Strategic Plan that could benefit from a collective impact approach. Lastly, we will establish a DEI Community Advisory Council.

It is important to us that we ensure transparency in our DEI efforts, so we are developing and implementing a DEI communication platform to inform council members, city leadership, staff/contributors, and community members of our efforts and support diversity hiring recruitment strategies through publishing in diverse community communication vehicles.

While the City is still early in its process and our DEI program is still being established, we are excited about developing these key strategies and outcomes that will guide our work.
From
Sheila Ritz

Madison Thesing, Lake Oswego Assistant to the City Manager

I talked with Madison in March, just after she returned to work from maternity leave. She is the proud mother of an adorable baby boy named Greyson. He was born in mid-November 2021.

While missing baby Greyson, Madison is happy to be back to work for the fulfillment and challenge work provides. She says approximately one-third of her job involves communications, one-third intergovernmental relations, and one-third assisting the City Manager and Council. Madison supervises the Public Information Office, which includes two positions. One of her assignments now is to develop strategic public communications and an engagement framework for departments to be proactive about future projects.

Last fall, the city conducted a community survey to obtain feedback and help guide the Council in its goal-setting session this past February. The previous survey was completed six years ago. The Council has adopted eight main goals with targeted initiatives, including emergency management, the future of the library, and pathway funding (trails and sidewalks). Madison is most excited about the overlap of communications and engagement in all of the Council’s goals, especially working with departments and the community to create a vision for the future.

Madison heads a cross-department team for intergovernmental relations who are preparing for the next State legislative session. The main focus for 2022 is to align the city’s legislative agenda with Council Goals, the Transportation Master Plan, Parks Master Plans and visioning, and the Comprehensive Plan.

Sarah Jo Chaplen, Oak Lodge Water Service District General Manager

The OLWS continues to focus on staff recruitment; it took five months to find someone for their senior accounting position. Ten other close-by local governments were also trying to fill similar finance positions. Their District Engineer recently decided to try working for the private sector as he had only worked for the public sector thus far. The opening is a challenging position to fill.

Sarah Jo is busy working with the DEQ to obtain a new five-year National Pollution Discharge Elimination System Permit for their Waste Water Reclamation Facility, which should be issued before April 2022. The District’s Sanitary Sewer Master Plan is also being updated. In addition, as is happening to everyone, OLWS is experiencing supply chain issues in obtaining needed equipment and products such as water meters and some of the chemicals used at the Water Reclamation Facility. It takes six months, for instance, to get new water meters.

As many of you know, Sarah Jo has been battling cancer this past year, and she is doing well. Her medical treatments should be completed by late summer this year, but not in time for her to be able to attend the OCCMA summer conference. She sends her best and looks forward to seeing everyone at next year’s summer conference. I certainly wish her well!

Greg Dirks, Wood Village City Manager

I was finally able to go out to the new Wood Village City Hall and meet with Greg Dirks. It is a beautiful building constructed on a section of the City’s Donald Robertson Park off Halsey Street. Staff moved into the building in August 2021 before it was finished. It was a $7.5 million project:
$3.6 million came from selling the previous city hall site, $1.9 million from Urban Renewal funds, and $2 million from the General Fund. They did not need to request additional funding from the community to accomplish this project. In conjunction with the city hall project, they now provide free municipal WiFi in the park.

Recent demographic data has informed the city of the changing diversity of its residents. They are now down to 49% White (including a significant Russian and Ukrainian population), 41% Hispanic, 4% Black, and 5% Native American. The Council is focused on better understanding the changing needs in the community and pursuing some community outreach and engagement efforts to identify gaps in services and formulate plans to provide a prosperous future for the community.

The city has completed its Development Code update for the Main Streets on Halsey project (a joint effort with Fairview and Troutdale). The Code focuses on encouraging mixed-use development. Greg noted that micro-commercial businesses are now an allowed use, and low-impact manufacturing like a large-scale brewer, production bakery, or 3D printing facilities was added as a conditional use.

The Grand Ronde Tribe, the owner of the previous Multnomah Greyhound Park site in Wood Village, is applying to the Bureau of Indian Affairs (BIA) to obtain approval to construct a 350,000 sq. ft. casino. It will have a 120,000 sq. ft. gaming floor, 300 hotel rooms, and more than 3,000 parking spaces if approved. There would also be concert and event space. The BIA process includes a Tribal needs analysis and community impact studies. The Tribe presented architectural renderings of the proposed “Spirit Mountain at Wood Village” project to the City Council, which GBD Architects of Portland designed. The site plan features most of the parking in an enclosed garage below the casino floor. A hotel would be located above the casino, with wapato plants on the roof to give it a natural look. Additionally, the casino roof would be a large green space that could be utilized for myriad activities.

The city has some exciting programs:

- Play East Recreation: A joint partnership between Fairview and Wood Village that provides activities to K-8 children offering a variety of youth sports, art, and music programs at an affordable cost. Scholarships are available to lower-income participants and various free programs, too.

- Scholarship Program: Established to help fund and assist Wood Village students in achieving their dreams. Scholarships are available to resident high school graduates or GED recipients with plans to start their education at an accredited university, college, or trade school. The minimum award is $1,250 plus an $800 stipend to help cover books, materials, or supplies.

- Welcome to Computers: A partnership with Metro East Community Media, this program offers free computer training (six classes over three weeks). Participants who complete the program get to keep the computer. Classes are offered in multiple languages.

- Community Events: The City hosts an annual Easter Egg Hunt, Cleanup Day, Night Out, Pumpkin Fest, Tree Lighting, and two holiday meal programs. The city also offers one-time workshops such as home weatherization, tenants’ rights, and financial literacy courses.

- Translation: The City offers incentive pay for employees who can speak, read and write in languages other than English, including ASL.

- Transportation: The City is investing in pedestrian access and safety projects, including pedestrian-activated mid-block crossing signals (some on a County-owned road).

- WiFi: In addition to installing free high-speed WiFi in the park area, the city is investigating options to extend the free network to the city’s lower-income areas.

Melanie Wagner, Estacada City Manager

Melanie grew up in Estacada and then lived in the Seattle area for about ten years after attaining her Associate’s Degree at Northwest University in Kirkland, Washington. She moved back to Estacada with her husband, where they raised four children. She then completed her B.S. degree in Business Administration by taking online classes from Eastern Oregon University while working full-time for Estacada. Her studies were focused on leadership, organization, and management. Melanie started working for the City of Estacada in 2009. She was the Assistant to
the City Manager until 2019, when she was appointed the Assistant City Manager. The Council unanimously selected her to be City Manager after a recruitment process following Denise Carey’s retirement. Melanie is looking forward to her work with the City Council in leading the Estacada community through the challenges and opportunities in this time of growth.

Estacada has some ongoing infrastructure projects for its water and wastewater systems. Also, they are starting on their Transportation System Plan update and are creating an advisory committee to provide the City Council input on traffic and public safety. A strong focus in Estacada this summer will be community engagement.

ODOT still has Hwy. 224 closed seven miles south of Estacada due to damage from the September 2020 fires. The goal was to get the road opened by May 1st, which would bring more people traveling through town again. Although most Forest Service and PGE campgrounds will remain closed, PGE will have Clackamas River Boat Access sites reopening on May 1st. There is access to Estacada Lake for flat-water recreation from PGE’s Timber Park adjacent to downtown Estacada and Milo McIver State Park.

Philip Morley, Fairview City Manager

Philip was unanimously selected by the City Council and started work on March 21st. Philip earned a B.A. degree in Biology from Brown University in Providence, Rhode Island, and his MPA from the University of Washington Evans School of Public Affairs in Seattle. He is also a Certified Professional County Official. Philip was most recently the County Administrator of Jefferson County, Washington, for approximately 12 ½ years. Before that, he was the Assistant City Manager in Maple Valley, Wash., and the Assistant General Manager of the Alderwood Water & Wastewater District in Lynnwood, Wash.

A few of the city’s top priorities are:

- An aggressive Urban Renewal and economic development agenda centered on Halsey Street, a major arterial traveling through Fairview, Wood Village, and Troutdale. Fairview is partnering with the cities of Wood Village and Troutdale to transform the Halsey Street Corridor into a vibrant pedestrian-oriented main street. Within Fairview, a Food Cart Plaza is opening in May with 16 food carts and an indoor dining area with beers on tap and featuring the world’s tallest (37+ feet) Fork at the entrance. Also, they have an RFQ out for developers to create a 5-acre Heart of Fairview commercial and housing development at the corner of Village Street and Halsey as an anchor for their new town center. This is the commercial entrance to their previous Fairview Village development, where City Hall is located. The new 5-acre development is expected to create sufficient critical mass to enhance the viability of the existing commercial area with housing above structures on Village Street. They are also planning for a roundabout at Fairview Parkway and Halsey Street as an entrance to the Halsey Street Corridor. This intersection is just south of the I-84 exit to Fairview.

  • Finding solutions to make the city’s budget and services sustainable amid rising fire and law enforcement costs.
  • Partner with Gresham, Troutdale, and Wood Village to work collaboratively with Multnomah County, Metro, and the Joint Office on Homeless Services to increase homeless services and housing in East Multnomah County.
  • Partner with the new Urban Flood Safety and Water Quality District to repair the levee along the Columbia River.
  • Enhance inclusiveness and communication to better engage and serve citizens. Philip is hosting a weekly coffee open house for residents and businesses to drop by to ask questions and make suggestions to the City Manager. He is also helping the City Council engage on Diversity, Equity, and Inclusiveness.
  • Continue to invest in park improvements and recreation to serve the community.

Philip said he was attracted to the Fairview position because of the Council’s desire to create a structural heart of the city where there was none and create other community gathering places and events to foster citizens’ and businesses’ connectedness and strengthen the community.
From Dave Waffle

Gus Burril, Madras City Manager

Due to the current transition among Senior Advisors, I temporarily picked up responsibility for Jefferson County. That allowed me to catch up with Gus Burril. He began as their Public Works Director in 2005 and has served as City Manager since 2011. He is a 2010 graduate of Portland State University’s Executive Master of Public Administration degree program.

Madras is a vibrant, active city north of Bend/Redmond on Highway 97 near the junction with Highway 26 and is the county seat. Their commercial urban renewal district is very successful with façade renovations, tree lighting, and planters. Burril credits their downtown association with building enthusiasm through their “First Thursday” and other events. Their industrial area is seeing an expansion of employment, and the city is enjoying a similar increase in single- and multi-family development. It’s a full-service city, including a popular airport. The current population is 7,717.

Burril reports they are exploring how to share the successes of the commercial urban renewal district with the underlying taxing jurisdictions, given that population growth has brought increased demand for public safety and schools. Madras created a new housing-oriented urban renewal district that offers incentives to attract developers and contractors to the area. The incentives involve options on property taxes and off-site improvements. The housing urban renewal district covers about 700 acres and intentionally doesn’t overlap with the commercial district. They have about 400 new units recently built or under construction. These include multi-family units as well as a cottage cluster development.

With the population demographics from the latest census, Madras became an entitlement city for Community Development Block Grant funds. The first project from that designation is a $2.5 million water line in the city center. Irrigation water is becoming quite precious in Central Oregon amid the ongoing drought and habitat conservation plan measures. Most Jefferson County water rights holders, including the City of Madras, only have junior water rights on the Deschutes River, and storage allocations in the Wikiup Reservoir are shrinking. The city supports the North Unit Irrigation district’s planning for an alternate storage location due to required measures imposed by the Endangered Species Act at Wikiup Reservoir. All this is occurring while Burril searches for a new Public Works Director.

Homelessness is an issue in Madras as well. Burril reported that the city is building the county’s first permanent shelter and disadvantaged services center near the downtown. It is close enough to services offered downtown but is slightly setback from current development. The proximity and site layout allow additional “wrap-around” services such as caseworker appointments, showers, and foodservice support. Burril is examining the feasibility of an informal advisory committee of clergy, law enforcement, human service providers, and neighbors to help with communications and be responsive to changing conditions.

Jolynn Becker, Banks City Manager

Jolynn began her service to the City of Banks in 2005, serving as City Recorder and handling financial and human resource processes for their initial City Manager, Jim Hough. She became City Manager in October 2013 after a stint as Interim City Manager.

Banks is in Washington County and is perhaps most known for the trailhead of the very popular Banks-Vernonia bike trail. Their new branding is around the theme, “all trails lead here.” The proposed Salmonberry Trail is an 86-mile corridor that follows the Port of Tillamook Bay Railway and terminates in Banks. The proposed route connects eight cities and two counties, passing by the Oregon coastline, fisheries, farmland, and the Oregon Coast Range. Becker says that the middle, most rugged segment may be completed last due to costs, previous storm
damage, and alignment issues. The trailhead in Banks is due for an expansion of the parking area to accommodate all the visitors. The trailhead also serves as an anchor for the Main Street urban renewal district.

The branding effort led to a new city logo and the construction of a new community sign on Highway 6 near the city entrance at Highway 47.

The primary issue for Becker has been improvements to the water system. Her time has been consumed with planning, reviewing engineering plans, rate studies, and loans from the State’s drinking water program. The city relies on springs and two wells. As the demand for multi-family and other development increased, the city was forced to implement a moratorium on new water service connections and restrictions on outdoor water usage. Finally, after restoring a storage tank to service and a new transmission line, the moratorium and other restrictions were lifted in March 2022. This will allow the city to start receiving development applications based on the conditions of resolutions passed in March 2022. Becker and the consultant team are now going to update all the related utility master plans and the Transportation System Plan (TSP). She expects the demand for housing only to increase. The current population is 1,865.

It has not been all development-related activity for Becker. During the pandemic, the city offices remained open as they experience few walk-in customers. She talked about how the library could maintain service levels by taking programs out to their parks. She also has updated the employee handbook, compensation levels, and job descriptions. They are looking forward to adopting a new community emergency response plan, bringing the fire district, school, and city resources into a common plan with the Banks Fire District handling emergency operations center responsibilities. The City of Banks relies on the Washington County Sheriff’s Office for law enforcement services. That service was recently expanded to provide two officers on all shifts.

There are a couple of new faces in Southern Oregon. In January, Joe Lessard became Ashland’s first full-time City Manager after a voter-approved charter change in May 2020 from a Mayor/Administrator to a Council/City Manager form of government. Joe had previously served as assistant to the city manager in Dallas, Texas, and assistant city manager in Austin, Texas, where he oversaw the Public Works and Public Safety departments. He has spent most of the past 20 years working as a consultant to local government, dealing with a wide range of environmental and economic development issues, including affordable housing. Joe spent much of his youth in the Pacific Northwest and was eager to return here. He stepped into a bit of a maelstrom in Ashland due to a projected budget shortfall in the current biennium. As this was being written, Joe was preparing for a city council meeting to present options for 5-10% cuts to General Fund budgets. He is also recruiting for finance and human resource director positions and working through issues in the Parks Department, which an independent elected Parks Commission oversees. Those issues include the potential closure of the city’s municipal golf course. Joe also hired a deputy city manager, Sabrina Cota (more on her in a future newsletter.) Joe says, “I tend to be an optimist despite all the challenges. I can bring stability, help the community address its issues, and build on that sense of optimism within the organization.”

The other new face is Jonathan Teichert, who started as Klamath Falls’ new city manager in April. Jonathan came to K-Falls from Douglas, Wyo., and emerged as the city council’s preferred choice from a strong field of candidates. He says he was “humbled and flattered” to have been selected. Jonathan says he was attracted to the natural beauty of the Klamath Basin, the climate, and the outdoor amenities. His family remains in Wyoming until the end of the school year, and he’ll move them to Oregon this summer. Of course, anyone coming to Oregon from another state will have many questions
about Oregon’s unique budget laws and revenue sources, and Jonathan was no exception. We spent much of our initial meeting talking about that. Fortunately, Klamath Falls uses a biennial budget. The city is currently off-year, so Jonathan has plenty of time to get up to speed before stepping into the whirlpool of budget preparation next year. Other issues requiring his immediate attention are housing – affordable and otherwise – a wastewater treatment plant upgrade, a plan for street maintenance, and what to do with a large, urbanized area (nearly the same size as K-Falls) outside the city limits on its southeast border. Jonathan says he has been impressed with the city council and staff, and he’s hoping to make Klamath Falls the last stop on his city manager career path.

Join me in welcoming Joe Lessard and Jonathan Teichert.

A more familiar face to all of us is Medford city manager (and former OCCMA board member) Brian Sjothun, with whom I had lunch in late March. It seems like every time I pick up the paper lately (or, more accurately, log in to it), there’s a story about some incredible new initiative that Brian has on his plate. Among those initiatives:

- Rogue X is a $60 million regional aquatics facility under construction on a 53-acre site in west Medford. The work should be done by August 2023. Rogue X will offer free swim lessons to every Medford 4th grader annually when it’s operational.
- A navigation center to help the homeless and those at risk of homelessness and the siting of an urban campground.
- Multiple low-income and transitional housing projects to help address homelessness and affordable housing, partially funded by a $2.3 million Project Turnkey grant and Medford Urban Renewal Agency funds. Housing has been a priority for Brian, who boasts that there’s now a shelter bed in Medford for anyone who needs one. He noted that the number of homeless encampments counted in the city had dropped from 320 to 40 in the past year.

Meanwhile, like many other local governments, Medford is recruiting for a new finance director. Brian seemed remarkably relaxed and in good spirits, given all he had on his plate. Medford is clearly in competent hands.

The Rogue Valley Council of Governments hosted its monthly regional manager meetings in March and April, bringing local city managers together with special district leaders, and state and regional economic development officials. However, city managers in Jackson County have begun holding monthly meetings to foster more city-centric conversations. In March, Chris Clayton (Central Point), Brian Sjothun (Medford), Danny Jordan (Jackson County), Jordan Rooklyn (Talent), Eric Swanson (Phoenix), and Mark Reagles (Rogue River) gathered in the Central Point city council chambers to talk about water, wildfire preparation, Bear Creek Greenway restoration, and the potential for construction of a regional recreation facility at the Jackson County Fair & Expo Center. The same group, joined by Joe Lessard (Ashland), met for lunch in Medford, where conversation focused on collective bargaining issues, the challenges of recruiting a finance director, and summer street maintenance plans.

Making doo-doo happen: the heart of public service

Doo-doo does indeed happen to you. The trick is to make doo-doo happen for you. Making doo-doo

Please feel free to call or email the senior advisor in your area if you need assistance

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happen is usually accompanied by doo-doo happening to you too.

So, what do I mean by that?

The reality of the jobs we take as public servants, especially as leaders, is that they are inherently risky personally and professionally. We all know that the public we serve isn’t always gracious and grateful. How do we anticipate and prepare for that?

Why do it all? That’s the question that should be answered first.

When I started down this road, I’m not sure what I would have decided had I known from the outset that there would be “rewards” of family breakdowns, firings, food insecurity, periods of poverty, occasional homelessness, and even risks to my safety.

I think about that a lot. Then I also think about the people we are serving: their lives, travails, and the joy and opportunity we are empowered to bring. Worse yet, I think about people’s lives in places at war, in places where famine and food insecurity are the norm, and places where trust for public servants either never existed or is at an all-time low.

It is then that I remember the words that have been attributed to several city managers, but I heard them first from Greg Ellis, my predecessor in Independence. I knew this lesson from my own life, but it was great to hear it put so well and succinctly, “They can’t eat you.”

If they can’t eat you, why not make doo-doo happen instead? Why not lead with gusto? Why not choose public service over a life in search of private fortune? Why not be the trustees of a better life for those we serve?

Not everyone follows, nor is even at risk of following the road I chose, but the point is, of course, that might be the road in the end. For me, I honestly would not have changed a thing.

For those of us who have chosen careers in public service, we have been taught early that there is guidance in place in ethics codes and laws. What does that generally mean? I have always thought of those as a complicated way of stating the golden rule. Am I doling out services in a way that I would hope I would be treated? Not complicated.

Do I look upon public service as a way of personal enrichment? Nope, as I have been known to say to some of my employees from time to time. When you look at your paycheck, do you see at the bottom where the community members have signed? Yeah, I get it. Not there, but indeed it is. If folks don’t get that, then it’s training time.

Am I mindful that the person receiving my services is very unlikely to be the recipient of annual COLAs, Social Security and PERS in retirement, lots of paid leave, and great sick benefits? Is it unfair for them to be particularly angry when we say “no” to what seems for all the world like a reasonable request to them?

Is it wrong for members of the public who would love to have our jobs and pay packages to feel like we are acting entitled? When they see so many of us retiring in our 50s and early 60s with lots of toys and great homes? When they read so frequently about lawsuits with six and seven-figure outcomes? When we often don’t even live in the communities we serve? When we so infrequently look like the people we serve or struggle with their languages and customs?

So here is the part about making doo-doo happen. If we are empathetic enough to understand the above and feel less sorry for ourselves, then perhaps it’s time to bring a dose of leadership.

I can hear the arguments in my sleep. That is the role of the Council and the Mayor. We don’t make policy; we enact it. If the community wanted someone to come in to change the community, that’s what they would have said when I was being hired or being solicited. To that, I say a resounding “Maybe.” You decide. You’re the professional.

When I think about the places that are leading and perhaps bleeding-edge communities, do I believe that there wasn’t an activist city manager in there slugging it out for all the good things that are happening? Do I think that there wasn’t a great team of departmental leaders working at least as hard for progress? Do I believe that there wasn’t a workforce equally committed to the changes they wanted to be? And, of course, do I think there wasn’t a community and its elected leaders providing support, leadership, and encouragement?

So, which came first? Dunno. But I’m pretty sure it didn’t occur without the City Manager making it possible. I’m equally sure that was not an overnight result. I’m equally sure that those communities are stewarded by true public servants who put their communities’ needs before theirs.

For nearly all of us, there will come a time when we will look back and ask ourselves the question; Was I successful? Was I a great public servant? Did I genuinely make doo-doo happen, or did doo-doo happen to
me (which, of course, it will)?

Will your answer be based on your material wealth due to having a good financial advisor (not bad advice, by the way), or will your answer be the pride you feel about a job well done? I hope you know what that means and what that should look like.

Lead on, folks! It’s kind of fun.

Court collections and registration

Cities with Municipal Courts can secure help in collecting unpaid judgments and fines from the Oregon Department of Revenues (ODOR) through its “Intercept/Offset” program.

Some cities are using private collection agencies with limited success. With recent changes in State Law prohibiting the suspension of a Driver’s License for failure to pay a fine, collections have become even more difficult. Adding the ODOR Intercept program to the city’s collections effort could be a valuable tool in securing payment from delinquent violators.

ODOR staff reports offset program has always been quite successful, especially when there is a rebate year. They perform complete collections actions, which include wage and bank garnishments. They are also working on a county lien process.

While the collections program is available to all Municipal and Justice Courts, only 43 have enrolled. The debt can simultaneously be placed with ODOR and a private collection firm. Debt amounts must be at least $25 to qualify for the program. ODOR charges a 10 percent collection fee, only collected when payment is received. The city also needs to provide the debtor’s Social Security number, typically not included on a traffic citation.

Utilizing ODOR services for this purpose is authorized under ORS 137.118 and 156.315. For more information about the program, contact Nikki Bennett, Program Analyst 2, Other Agency Accounts Unit, ODOR, (971) 707-0132, or send an inquiry to OAA.

TechnicalHelp@dor.oregon.gov. Forms for enrolling in the program can be found at https://www.oregon.gov/DOR/programs/gov-research/Pages/oaa-agencies.aspx

Registration

The Office of the State Court Administrator (OSCA) maintains a roster of Municipal Court Judges. Cities must register their courts and any change in judges with the OSCA (ORS 1.855). Registration forms are available from OSCA electronically. It’s a simple one-page form. Unfortunately, the registry is out-of-date as many cities are unaware of this registration requirement and have not submitted updated information. Judges and Judges Pro Tem should both be registered.

Court Registry Form: https://www.courts.oregon.gov/courts/Documents/courtreghistryform.pdf
Judge Registry Form: https://www.courts.oregon.gov/courts/Documents/judgeregistryform.pdf

I encourage City Managers to check the following websites to ensure the information shown is accurate. And make sending the completed update forms to OSCA a part of the process when judges are appointed or depart.


The League also collects updated information on city officials annually through its City Profile Update. This includes information about Municipal Judges. However, the League reports that responses to the annual Update often do not include information about judges. The data collected by the League is not integrated with the OSCA registry.

Keeping the registry information current is essential, not just for ORS compliance. The information conveys necessary information to courts and judges from the Oregon Judicial Department and the Oregon Municipal Judges Association.

For more information about municipal courts in Oregon, feel free to contact me at gmilliman@brookings.or.us or (541) 813-9267.
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