



OCCMA Board Retreat Agenda

November 9-10, 2017 | Oregon Garden, Silverton

Thursday, November 9

Meeting begins at 10:00 am (Lotus Room) & Lodging room check-in time is 3:00 p.m.

A. Welcome (Michael Sykes)	
1. Ice Breaker	-
2. Special Welcome and Overview of OCCMA Board for New Board Members	-
B. Consent Calendar (Michael Sykes)	
1. Minutes of the September 28, 2017 OCCMA Board Meeting	3
2. Minutes of the September 28, 2017 OCCMA Business Meeting	4
C. General Organizational Discussion (Christy Wurster)	
1. Review/Modify/Reaffirm the Strategic Plan	7
D. Standing & Ad Hoc Committees (Christy Wurster)	
1. Review of 2017 standing and ad hoc committee accomplishments, and discussion of objectives for 2018	10
2. Review committee applicants and board members willing to chair committees	13
3. Audit Committee 2017 appointments	-

12:00 Noon – Lunch Buffet (Trillium Room)

E. 2021 ICMA Annual Conference (Joe Gall & Eileen Stein, Host Committee Co-Chairs)	
1. Update on preparations	<i>Handout</i>
2. Creation of Official Host Committee in 2018	-
3. Debrief 2017 ICMA Conference	-
F. Oregon Day for WCMA International Exchange (Christy Wurster)	18
G. 2018 OCCMA Summer Conference, July 10-13, Mt. Bachelor Village (Marty Wine)	
1. 2017 Summer Conference evaluations	20
2. Scholarship Requirements	28
3. Consideration of a non-member rate	33
H. Future OCCMA Conferences (Megan George)	
1. 2019 NW Regional Manager's Conference – TBD	-
2. 2019 Summer Conference – Newport, July 9-12	-
3. 2020 Summer Conference – Bend, July 7-10	-
4. 2021 Summer Conference – TBD (Possibly Pendleton, July 13-16)	-
I. Recognition of Outgoing Board Members (Michael Sykes & Christy Wurster)	-

6:00 p.m. – Dinner (Trillium Room)

8:00 p.m. – Social (Lounge for live music – not hosted)

Friday, November 10

Lodging room check-out time is 11:00 a.m.

7:00 a.m. – 8:30 a.m. – Breakfast (Garden View Restaurant. For those lodging at the Oregon Garden, breakfast is complimentary. For those not lodging at the Oregon Garden, please let restaurant staff know you are with OCCMA and to add your meal to the OCCMA master account. OCCMA will bill you after the retreat).

Meeting begins at 8:30 a.m. (Lotus Room)

J. NW Women’s Leadership Academy (Martha Bennett & Rachael Fuller)	-
K. Budget and Income Statement (Craig Honeyman & Christy Wurster)	
1. 2016 Board Retreat Invoicing	37
2. 2017 Income Statement to date	-
3. 2018 Budget Review and Discussion	39
L. Membership Drive (Michael Sykes & Jennifer Lewis)	
1. 2018 Membership Drive Planning	46
i. Taking Payment by Credit Card for Memberships	50
M. Membership Directory (Jennifer Lewis)	51
N. Oregon Senior Advisors (Senior Advisors and ICMA Liaison Steve Bryant)	
1. Region Four Vacancy	52
2. Reports from Senior Advisors and ICMA Liaison Steve Bryant	-
O. 2018 OCCMA Board Meeting Schedule	55
P. Other Business	-
Q. Adjourn	-

(Boxed lunches will be provided at 11:00 am).

Oregon City/County Managers Association
Board Meeting
September 28, 2017
DoubleTree by Hilton, Portland

MINUTES

Present:

Board Members: Michael Sykes, Christy Wurster, Joe Gall, David Clyne, Megan Messmer, Spencer Nebel, Megan Phelan, Dale Shafer, Byron Smith and Marty Wine

Staff: Megan George, Craig Honeyman and Jennifer Lewis

Absent: Jan Fritz

The meeting was called to order by President Sykes at 11:05 a.m.

Welcome: President Sykes welcomed everyone to the OCCMA Business meeting.

Approval of Slate for 2018 Officers and Directors: Joe Gall reported that he, President Michael Sykes, Scott Pingel and Megan Messmer served on the nominating committee this year. The committee recommended the following slate:

Christy Wurster, City Manager, Silverton; President

Marty Wine, City Manager, Tigard; President-Elect

Ben Bryant, Assistant City Manager, Happy Valley; Director

Robb Corbett, City Manager, Pendleton; Director

Ron Foggin, City Manager, Dallas; Director

Sean O'Day, Executive Director, Mid-Willamette Valley COG; Director

It was moved by Spencer Nebel and seconded by Byron Smith to accept the nominating committee slate as presented and forward to the membership at the business meeting. The motion passed unanimously.

There being no further business, the meeting was adjourned at 11:11 a.m.

Respectfully submitted October 16, 2017.



Jennifer Lewis
Member and Administrative Services Director
League of Oregon Cities

Oregon City/County Managers Association

Business Meeting

September 28, 2017

DoubleTree by Hilton, Portland

MINUTES

Present:

Board Members: Michael Sykes, Christy Wurster, Joe Gall, David Clyne, Megan Messmer, Spencer Nebel, Megan Phelan, Dale Shafer, Byron Smith and Marty Wine

Staff: Megan George, Craig Honeyman and Jennifer Lewis

Absent: Jan Fritz

The meeting was called to order by President Sykes at 11:12 a.m.

Welcome: President Sykes welcomed everyone to the OCCMA Business meeting.

Consent Calendar: *It was moved by Spencer Nebel and seconded by Christy Wurster and Byron Smith to approve the consent calendar as presented. The motion passed unanimously.*

Financial Report: Mr. Honeyman reported that the Oregon City/County Managers Association's (OCCMA) financials were on track. For both the Northwest Regional Managers Conference and the Summer conference, registrations and sponsorships were up, and so were the food and beverage costs. There are 113 managers at OCCMA's fall workshop. Thank you for your support. OCCMA netted 20,000 on conferences in 2017, and had higher than anticipated membership. *It was moved by Dale Shafer and seconded by Chris Eppley to approve the financial report as presented. The motion passed unanimously.*

Committee Reports

Professional Development Committee – Christy Wurster encouraged members to join the professional development committee and contribute to planning the 2018 Summer conference. If you have any ideas, please let Marty Wine – the 2018 Chair of the Professional Development Committee – know by completing the 2018 Summer Conference Session Proposal Form included in your packet on page 10.

By-laws & Constitution Committee – Spencer Nebel informed the membership that the committee had a very active year, and they would be hearing about the proposed by-laws and constitution changes later in the meeting.

ICMA Liaison Committee – Joe Gall deferred to Oregon ICMA Board members Jeff Towery and Martha Bennett. Jeff announced that ICMA was starting a second ICMA Student chapter at the University of Oregon. Martha Bennett reported that ICMA was working to update tenant 4, and expected that it would be changed to only apply to the Chief Executive Officer.

Ethics Committee – Joe Gall reported that there have been no complaints in 2017.

Nominating Committee – Joe Gall informed members that the nominating committee’s slate was on page 51, and he would speak to it later in the meeting.

Support for Managers Committee – Ben Bryant encouraged members to sign up with ICMA to be a coach. He encouraged managers to join ICMA’s national advisory committee for coaching meeting during ICMA’s conference on Monday from 11:15 – 12:30 p.m.

Communication Committee – Marty Wine noted that the committee has been in idea generation mode. They are working on the relevance of the website and the OCCMA newsletter, and will begin work on implementing those ideas.

Next Generation Committee – Byron Smith encouraged all members to get involved with the next generation and the Summer conference planning.

2021 ICMA Annual Conference Committee – Joe Gall referred members to pages 12 – 27 in the agenda packet which include the ICMA host committee guidelines. Fundraising for the 2021 conference will be a heavy lift. We need everyone’s help. He encouraged members to review the guidelines and get involved. Eileen Stein asked anyone who was interested in helping with the 2021 conference attend the host committee meeting in San Antonio.

Oregon Day for the WCMA Polish Delegation in 2018: Christy Wurster informed members that the Washington Managers Association has an international committee, and will be hosting a delegation from Poland in 2018. They have asked if OCCMA is interested in having an Oregon day with Polish delegation, where communities near 15,000 in population could host the delegation. The membership showed interest in the possibility, and Christy Wurster asked that managers contact her directly if interested in hosting.

Call for Interest in Serving on a Committee in 2018: Michael Sykes encouraged members to complete and return the committee solicitation form for OCCMA found on page 30 of the agenda packet, and return it to Jennifer or Megan.

Repeal of the OCCMA Constitution and By-Laws

Spencer Nebel noted that last November the Board asked the committee to do an in-depth review of the governing documents of OCCMA to ensure they match current practices and operations of OCCMA. The OCCMA Board of Directors recommended at their July meeting that the membership repeal the existing Constitution and Bylaws for OCCMA and adopt the proposed OCCMA Bylaws and policies. Spencer Nebel thanked the Bylaws & Constitution committee for their tireless efforts this year, specifically Aaron Palmquist, Dale Shafer, Denise Carey and Nathan Cherpeski for their active engagement throughout the process.

David Waffle moved and Eileen Stein seconded to repeal the existing OCCMA Constitution and Bylaws. The motion passed unanimously.

Adoption of the Proposed OCCMA Bylaws and Policies

Spencer Nebel informed the membership that the proposed OCCMA Bylaws and Policies reflect the current practices and operation of OCCMA, and include a streamlined process relating to the adoption of new Association policies.

Ron Foggin moved and Eileen Stein seconded to adopt the proposed Bylaws and Policies as presented. The motion passed unanimously.

Consideration of Potential OCCMA Lifetime Membership: Christy Wurster asked members to refer to page 50. Eileen Stein, Chris Eppley and Richard Meyers have recommended Wes Hare for a lifetime membership in OCCMA. The Board of Directors recommended at their July Board meeting to forward the designation of a lifetime membership in OCCMA for Wes Hare to the full membership. Martha Bennett moved and Jeff Towery seconded Wes Hare's lifetime membership in OCCMA. The motion passed unanimously.

OCCMA Nominating Committee Report: Joe Gall thanked Michael Sykes, Scott Pingel and Megan Messmer for serving on the nominating committee this year. The committee recommended the following slate:

Christy Wurster, City Manager, Silverton; President

Marty Wine, City Manager, Tigard, President-Elect

Ben Bryant, Assistant City Manager, Happy Valley; Director

Robb Corbett, City Manager, Pendleton; Director

Ron Foggin, City Manager, Dallas; Director

Sean O'Day, Executive Director, Mid-Willamette Valley COG; Director

President Sykes asked for a motion from the floor. *It was moved by Dale Shafer and seconded by Eileen Stein to accept the nominating committee slate as the OCCMA Board for 2018. The motion passed unanimously.*

Christy Wurster thanked Michael Sykes for his leadership, guidance and service on the OCCMA Board, and presented him with a plaque in recognition of his service. Michael Sykes stated that he looked forward to continuing to be involved in OCCMA, and thanked the Board members for their support in making 2017 a success.

Reports from Senior Advisors

Senior Advisor Larry Lehman reported that everything was going very well in Eastern Oregon, noting that Ontario had implemented a sales tax.

Senior Advisor Roger Jordan noted that most of our careers as City Managers are enhanced by relationships with those who have served as City Managers. If you know of someone in trouble, please let your Senior Advisor know. Speaking with a Senior Advisor is confidential, and there are 5 Senior Advisors throughout Oregon. I will be retiring from the position of Senior Advisor at the end of the year. It has been great to serve, and has been a highlight of my career. Thank you to OCCMA for naming a student scholarship in my honor.

There being no further business, the meeting was adjourned at 11:55 a.m.

Respectfully submitted,



Jennifer Lewis
Member and Administrative Services Director



2017 Strategic Plan

OUR MISSION

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

OUR STRATEGIC GOALS

Our Strategic Plan has four goals, which reflect our Mission: professional development, membership support, leadership and hosting the 2021 ICMA Conference. OCCMA carries out its Mission through programs and special activities conducted by the Board and a number of standing committees

Strategic Focus Areas For 2017

Professional Development

- **Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.**
 - Promote LOC TV and ICMA Webinars. **(Communications Committee)**
 - Provide relevant sessions that encourage members to attend OCCMA conferences. **(Professional Development Committee)**
- **Nurture communication between Board and membership in order to increase value in membership and involvement.**
 - Continue to provide members with a valuable OCCMA quarterly. **(Communications Committee)**
 - Encourage continued participation in the listserv. **(Communications Committee)**
 - Survey members (with costs) on their interest in a paper vs. electronic newsletter. **(Communications Committee)**
- **Promote and educate members about ICMA Code of Ethics.**
 - Work with other committees to help educate members about the ICMA Code of ethics. **(Ethics Committee)**
- **Develop future generations of local government managers to sustain the profession.**
 - Continue involvement with the ICMA student chapter at Portland State University. Attend chapter meetings and encourage students to attend conference. **(Next Generation Committee)**

- Provide scholarships for students to attend the OCCMA conference. **(Next Generation Committee)**
- Provide articles for the newsletter and session ideas for conferences that are relevant to supporting the next generation. **(Next Generation Committee)**
- **Assist with the development of educational programs that promote city management and internship opportunities.**
 - Increase the use of interns and ICMA Fellows by cities in Oregon. **(Next Generation Committee)**
- **Support and collaborate with the Engaging Local Government Leaders (ELGL).**
 - Encourage ELGL to develop a session for the 2017 summer conference. **(Next Generation Committee)**

Membership Support

- **Connect our members with a network of opportunities to gain knowledge, insight, experience and perspective through developing relationships with other professionals in the field.**
 - Work with ICMA to increase the number of Oregon communities participating in the coaching program. **(Support for Managers, Coaching & Mentoring Committee)**
 - Identify areas where there are regional manager meetings. Create a list of regional meetings and publish their meeting dates in the OCCMA Newsletter and website. **(Joe Gall and the Communications Committee)**

Leadership

- **Work with other committees to help educate members about the ICMA Code of Ethics.**
 - Monitor OCCMA and ICMA compliance. Activate committee to serve as the local fact-finding body for any ethics inquiry. The committee was not activated in 2015 or 2016. **(Joe Gall/Ethics Committee)**
 - Include ICMA Code of Ethics articles in the OCCMA newsletter and make available on the website. **(Communications Committee)**
- **Recommend Board slate for the following year.**
 - Publish board application form via OCCMA listserve, newsletter and website. **(Nominating Committee)**
 - Review candidates and present recommendation at the General Membership meeting for action in September. **(Nominating Committee)**
- **Increase partnerships with the education system (K-12 and Universities) to help build future generations of local government managers.**
 - Provide informational sessions at universities about local government. **(Next Generation Committee)**
- **ADD A SOCIAL JUSTICE AND EQUITY BULLET – MARTHA WILL PROVIDE LANGUAGE (Professional Development and Next Generation Committees)**

- **Review By-laws and Constitution and recommend amendments as requested by the president/board.**
 - In 2017 the By-laws and Constitution Committee will review the role of the executive committee and ensure that all OCCMA membership types are listed in the By-laws. **(By-laws and Constitution Committee)**
- **Identify and recommend action in relation to the ICMA/OCCMA Affiliation Agreement.**
 - The ICMA/OCCMA Affiliation Agreement was last reviewed in March of 2016. Review during 2017. **(ICMA Liaison Committee)**

2021 ICMA Conference

- **Host a well-organized, sufficiently funded and successful conference.**
 - Ensure Oregon retakes the honor of having the best attended ICMA conference. **(2021 ICMA Conference Committee)**
 - Continue dues add on to ensure OCCMA has \$50,000 to put towards the conference. **(Board of Directors)**
- **Focus efforts on fund raising, social activities, program activities and business and logistical support.**
 - Have an OCCMA representative on ICMA Conference Planning Committees from now till 2021, who can help OCCMA with responsibilities in 2021. **(Byron Smith)**



2017 Standing Committees

Ethics

Monitor OCCMA and ICMA member compliance with the ICMA Code of Ethics. The Committee also serves as the local fact-finding body inquiry. Work with other committees to help educate members about the OCCMA Code of Ethics.

Joe Gall, City Manager, Sherwood (Chair)	gallj@sherwoodoregon.gov
Keith Campbell, City Administrator, Stayton	kcampbell@ci.stayton.or.us
David Clyne, City Manager, Independence	clyne.david@ci.independence.or.us
Daniel Hunter, Human Resources Director, The Dalles	dhunter@ci.the-dalles.or.us
Brant Kucera, City Manager, Cannon Beach	kucera@ci.cannon-beach.or.us

Nominating

Recommend board slate for following year at the September business meeting.

Joe Gall, City Manager, Sherwood (Chair)	gallj@sherwoodoregon.gov
Michael Sykes, City Manager, Scappoose	msykes@ci.scappoose.org
Megan Messmer, Project Manager, Florence	megan.messmer@ci.florence.or.us
Scott Pingel, City Manager, Dayton	spingel@ci.dayton.or.us

Professional Development/Conference Planning/Trade Show Sponsorship

Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members.

Christy Wurster, City Manager Pro Tem, Sweet Home (Chair)	Christy.wurster@gmail.com
Michael Sykes, City Manager, Scappoose	msykes@ci.scappoose.org
Nathan Cherpeski, City Manager, Klamath Falls	ncherpeski@klamathfalls.city
Phillip Cooper, Professor of Public Administration, PSU	pcooper@pdx.edu
Robb Corbett, City Manager, Pendleton	robb.corbett@ci.pendleton.or.us
Ron Foggin, City Manager, Dallas	rwfoggin@dallasor.gov
Jennie Messmer, Executive Director, Mid-Willamette Valley COG	jmessmer@mwwcog.org
Megan Phelan, Assistant City Manager, Lake Oswego	mphelan@ci.oswego.or.us
Scott Pingel, City Manager, Dayton	spingel@ci.dayton.or.us
Sara Singer, J. Robertson & Company	sara@jroandco.com

Support for Managers, Coaching & Mentoring

To connect our members with the network of opportunities to gain knowledge, insight, experience and perspective through developing other professionals in the field.

Ben Bryant, Deputy City Manager, Happy Valley (Chair)	benb@happyvalleyor.gov
Joe Hannan, City Manager, Newberg	joe.hannan@newbergoregon.gov
Ron Harding, City Manager, Aumsville	rharding@aumsville.us
Roger Jordan, Senior Advisor	rj.cityinfo@yahoo.com
Eileen Stein, City Manager, West Linn	estein@westlinnoregon.gov
Dave Waffle, Assistant Finance Director, Beaverton	dwaffle@beavertonoregon.gov
Steve Wheeler, City Manager, Hood River	s.wheeler@ci.hood-river.or.us
Marty Wine, City Manager, Tigard	marty@tigard-or.gov

Academic Affairs

Increase partnerships with Universities to help build future generations of local government managers.

Joe Gall, City Manager, Sherwood (Chair)	gallj@sherwoodoregon.gov
Jeff Aprati, Associate, Jensen Strategies	jeff@jensen-strategies.com
Liz Butterfield, Management Analyst, Springfield	ebutterfield@springfield-or.gov
Daniel Hunter, Human Resources Director, The Dalles	dhunter@ci.the-dalles.or.us
Masami Nishishiba, Chair/Associate Professor, PSU	nishism@pdx.edu
Steve Percy, Dean, PSU	
Scott Pingel, City Manager, Dayton	spingel@ci.dayton.or.us
Eileen Stein, City Manager, West Linn	estein@westlinnoregon.gov
Rachel Sykes, Management Analyst, Lake Oswego	rsykes@ci.oswego.or.us
Tanya Williams, Assistant to the City Manager, Tualatin	twilliams@ci.tualatin.or.us

By-laws & Constitution

Review By-laws and Constitution and recommend amendments as requested by the President and Board of Directors.

Spencer Nebel, City Manager, Newport (Chair)	s.nebel@newportoregon.gov
Denise Carey, City Manager, Estacada	carey@cityofestacada.org
Nathan Cherpeski, City Manager, Klamath Falls	ncherpeski@klamathfalls.city
Bob Francis, Executive Director, Mid-Columbia Council of Governments	bob.francis@mccog.com
Jan Fritz, Deputy County Administrative Officer, Marion County	jfritz@co.marion.or.us
Julie Krueger, City Manager, The Dalles	jkruieger@ci.the-dalles.or.us
Aaron Palmquist, City Manager, Irrigon	aaron.palmquist@ci.irrigon.or.us
Dale Shafer, City Manager, Nehalem	manager@ci.nehalem.or.us

Communications

Maintain and enhance multimedia member communication and information exchange programs.

Marty Wine, City Manager, Tigard (Chair)	marty@tigard-or.gov
Dan Bartlett, Senior Advisor	drbartlet@charter.net
Heidi Bell, City Manager, Donald	manager@donaldoregon.gov
Bob Francis, Executive Director, Mid-Columbia Council of Governments	bob.francis@mccog.com
Roger Jordan, Senior Advisor	rj.citynfo@yahoo.com
Megan Messmer, Project Manager, Florence	megan.messmer@ci.florence.or.us
Tanya Williams, Assistant to the City Manager, Tualatin	twilliams@ci.tualatin.or.us

Next Generation

Develop future generations of local government managers to sustain the profession. Assist with the development of educational programs that promote city management and internship opportunities. Support and collaborate with the Engaging Local Government Leaders (ELGL).

Byron Smith, City Manager, Hermiston (Chair)	
Jeff Aprati, Associate, Jensen Strategies	jeff@jensen-strategies.com
Liz Butterfield, Management Analyst, Springfield	ebutterfield@springfield-or.gov
Dr. Philip Cooper, Professor of Public Administration, PSU	pcooper@pdx.edu
Joe Hannan, City Manager, Newberg	joe.hannan@newbergoregon.gov
Jennie Messmer, Executive Director, Mid-Willamette Valley COG	jmessmer@mwwvcog.org
Cory Misley, City Manager, La Pine	CMisley@ci.la-pine.or.us
Megan Phelan, Assistant City Manager, Lake Oswego	mphelan@@ci.oswego.or.us
Scott Pingel, City Manager, Dayton	spingel@ci.dayton.or.us
Eileen Stein, City Manager, West Linn	estein@westlinnoregon.gov
Tanya Williams, Assistant to the City Manager, Tualatin	twilliams@ci.tualatin.or.us
Marty Wine, City Manager, Tigard	marty@tigard-or.gov

ICMA Liaison (Credentialing/Affiliate Agreement/Form of Government)

Identify and recommend actions in relation to the ICMA/OCCMA Affiliation Agreement and provide updates on international issues.

Joe Gall, City Manager, Sherwood (Chair)	gallj@sherwoodoregon.gov
Steve Bryant, ICMA Liaison	sbryant@icma.org
Ron Foggin, City Manager, Dallas	rwfoggin@dallasor.gov
Spencer Nebel, City Manager, Newport	s.nebel@newportoregon.gov

2021 ICMA Conference

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

Joe Gall, City Manager, Sherwood (Chair)	gallj@sherwoodoregon.gov
Andy Anderson, Senior Advisor	andya21944@gmail.com
Martha Bennett, Chief Operating Officer, Metro	matha.bennett@oregonmetro.gov
Liz Butterfield, Management Analyst, Springfield	ebutterfield@springfield-or.gov
Denise Carey, City Manager, Estacada	carey@cityofestacada.org
Ron Foggin, City Manager, Dallas	rwfoggin@dallasor.gov
Erik Kvarsten, City Manager, Gresham	erik.kvarsten@greshamoregon.gov
Jennie Messmer, Executive Director, Mid-Willamette Valley COG	jmessmer@mwwvcog.org
Megan Messmer, Project Manager, Florence	megan.messmer@ci.florence.or.us
Spencer Nebel, City Manager, Newport	s.nebel@newportoregon.gov
Scott Pingel, City Manager, Dayton	spingel@ci.dayton.or.us
Steve Powers, City Manager, Salem	manager@cityofsalem.net
Colleen Riggs, Assistant City Manager, Cannon Beach	riggs@ci.cannon-beach.or.us
Byron Smith, City Manager, Hermiston	bsmith@hermiston.or.us
Eileen Stein, City Manager, West Linn	estein@westlinnoregon.gov
Dave Waffle, Assistant Finance Director, Beaverton	dwaffle@beavertonoregon.gov
Chris Workman, City Manager, Philomath	chris.workman@ci.philomath.or.us
Christy Wurster, City Manager Pro Tem, Sweet Home	Christy.wurster@gmail.com

OCCMA Standing & Ad Hoc Committees 2018

Standing Committees

Nominating

Recommend board slate for following year at the September business meeting. *Consists of not less than three members. The Immediate Past-President, or other active member appointed by the President, shall chair the committee.*

Ethics

Monitor OCCMA and ICMA member compliance with the ICMA Code of Ethics. The Committee also serves as the local fact-finding body inquiry. Work with other committees to help educate members about the ICMA Code of Ethics. *The President shall chair the committee.*

Support for Managers

To connect our members with the network of opportunities to gain knowledge, insight, experience and perspective through developing other professionals in the field.

Bylaws & Policy

Review Bylaws and Constitution and recommend amendments as requested by the President and Board of Directors.

Audit

Meet with the Secretary-Treasurer to review all financial transactions, and provide a report to the Board after the close of the fiscal year. *Consists of the President Elect, and two other directors appointed by the President.*

Professional Development

Enhance and promote professional development and training opportunities to help advance the professional capabilities of OCCMA members. *The President-Elect shall chair the committee.*

Ad Hoc Committees

Academic Affairs

Increase partnerships with Universities to help build future generations of local government managers.

Communications

Maintain and enhance multimedia member communication and information exchange programs.

Next Generation

Develop future generations of local government managers to sustain the profession. Assist with the development of educational programs that promote city management and internship opportunities. Support and collaborate with the Oregon Engaging Local Government Leaders.

ICMA Liaison (Credentialing/Affiliate Agreement/Form of Government)

Identify and recommend actions in relation to the ICMA/OCCMA Affiliation Agreement and provide updates on international issues.

2021 ICMA Conference

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



OCCMA Standing & Ad Hoc Committee 2018 Membership Requests

Last Updated: 10/30/2017

Standing Committees

Nominating

Michael Sykes, City Manager, Scappoose (Immediate Past-President, Chair)¹

Eileen Stein, City Manager, West Linn (4)

Ethics

Christy Wurster, City Manager, Silverton (President, Chair)

Keith Campbell, City Administrator, Stayton (1)

David Clyne, City Manager, Independence (1)

Dan Huff, City Manager, Molalla (1)

Brian Latta, City Administrator, Harrisburg (2)

Aaron Palmquist, City Manager, Irrigon (2)

Dale Shafer, City Manager, Nehalem (1)

Dave Waffle, Assistant Finance Director, Beaverton (2)

Support for Managers

Cynthia Alamillo, Assistant City Manager, Manzanita (2)

Joe Hannan, City Manager, Newberg (1)

Eileen Stein, City Manager, West Linn (3)

Bylaws and Policy

Nathan Cherpeski, City Manager, Klamath Falls (1)

Aaron Palmquist, City Manager, Irrigon (1)

Dale Shafer, City Manager, Nehalem (2)

Audit²

Marty Wine, City Manager, Tigard (President-Elect, Chair)

¹ Or other active member appointed by the President (OCCMA Bylaws Article 7 Section 2)

² OCCMA Bylaws Article 10 Section 4 AUDIT COMMITTEE: An Audit Committee shall consist of the President Elect, and two other directors appointed by the President.

Professional Development

Marty Wine, City Manager, Tigard (President-Elect, Chair)

Nathan Cherpeski, City Manager, Klamath Falls (2)

Phillip Cooper, Professor of Public Administration, Portland State University (1)

Ron Foggin, City Manager, Dallas (3)

Dan Huff, City Manager, Molalla (2)

Erik Jensen, Principal, Jensen Strategies, LLC (2)

John Morgan, Executive Director, The Chinook Institute (1)

Masami Nishishiba, Associate Professor & Department Chair, Portland State University (1)

Megan Phelan, Assistant City Manager, Lake Oswego (1)

Ad Hoc Committees

Academic Affairs

Erik Jensen, Principal, Jensen Strategies, LLC (3)

Corey Misley, City Manager, La Pine (2)

Masami Nishishiba, Associate Professor & Department Chair, Portland State University (2)

Eileen Stein, City Manager, West Linn (2)

Dave Waffle, Assistant Finance Director, Beaverton (3)

Communications

Dan Bartlett, Senior Advisor, OCCMA (1)

Heidi Bell, City Manager, Donald (1)

Kelsey Lewis, Management Analyst II, Tualatin (2)

Corey Misley, City Manager, La Pine (3a)

Next Generation

Cynthia Alamillo, Assistant City Manager, Manzanita (3)

Heidi Bell, City Manager, Donald (2)

Joe Hannan, City Manager, Newberg (3)

Corey Misley, City Manager, La Pine (1)

Aaron Palmquist, City Manager, Irrigon (3)

Megan Phelan, Assistant City Manager, Lake Oswego (3)

Peter Troedsson, City Manager, Albany (1)

ICMA Liaison

Ron Foggin, City Manager, Dallas (1)

Brian Latta, City Administrator, Harrisburg (3)

2021 ICMA Conference

Joe Gall, City Manager, Sherwood (Co-Chair)

Eileen Stein, City Manager, West Linn (Co-Chair)

Cynthia Alamillo, Assistant City Manager, Manzanita (1)

Dan Bartlett, Senior Advisor, OCCMA (2)

Ron Foggin, City Manager, Dallas (2)

Joe Hannan, City Manager, Newberg (2)

Erik Jensen, Principal, Jensen Strategies, LLC (1)

Brian Latta, City Administrator, Harrisburg (1)

Kelsey Lewis, Management Analyst II, Tualatin (1)

Corey Misley, City Manager, La Pine (3b)

Megan Phelan, Assistant City Manager, Lake Oswego (2)

Colleen Riggs, Assistant City Manager/City Recorder, Cannon Beach (1)

Dave Waffle, Assistant Finance Director, Beaverton (1)

Eric Zimmerman, Assistant City Manager, Tigard (1)

*Preston Polasek, City Administrator, Lafayette has offered to be plugged in where needed

August 29, 2017

From: Inhalverson@aol.com

To: Michal Sykes, Christy Wurster and Jennifer Lewis

Re: WCMA Exchange

Hello, Christy, Mike, and Jennifer,

Greetings, Christy: congratulations on stepping forward to serve as President of the Oregon Managers Association! Thanks for the follow-up. **Yes, we are in the early stages of planning a potential visit by a delegation from Poland for 2018. Most likely in the spring.** I foresee a delegation of officials and professionals from partner cities (three very progressive cities in the 15--30,000 population range), AND representatives of two professional organizations which are official partners with the WCMA. The professional organizations are the "Forum of Sekretarze" of Holy Cross Province, and the important Non-Governmental Organization "NGO", the Foundation for the Support of Local Democracy. WCMA has a ten year cooperation with the Forum and Foundation which is formalized in a cooperation agreement signed in 2017. The agreement is on the WCMA site, and has "framed" and guided our partnership. In recent years we have hosted reps of the partners and in '14 and '16, Polish professionals presented at the NW Spring Conference at Skamania. We might coordinate such participation again in '18. "Lots of Moving Pieces", and the results are inspiring and good.

We have hosted and organized delegation visits several times, and friends and professionals from Oregon have played important, helpful and enjoyable roles in organizing and hosting professional partners. Hillsboro was active, and Joe Gall was very helpful--for a delegation he organized and conducted "Oregon Day". Tom Hughes was active. The skillful and organized Martha Bennett has expressed interest in the Polish cooperation. We have also had participation from the Polish American community of wider Portland.

It is early in the planning, I wanted to test for interest. I had conversations at Welches on the cooperation with OCCMA members including Peter Brandom of Hillsboro and Joe Gall.

It is not too early to informally inquire about interest; individuals who are willing to help, host, guide, and meet exceptionally talented people from a transformed society are sought!

Best regards, Lloyd Halverson "WCMA International Committee Chairman", and City of Camas "Partnership Coordinator"

p.s. My wife and I leave Sept 4 for Central Europe. Part of our time there (Sept 16-29) will be devoted to leading and participating in a Washington/Camas delegation which will visit the three sister cities, and take part in activities organized by the Forum and Foundation. A key activity will be a conference organized by the Polish side on "Polish

American Cooperation". Our delegation will include the WCMA immediate past President David Cline, his wife Siri Bliesner, Camas Schools Supt. Jeff Snell, A Camas Council member, two officers of our Sister City Organization, my wife, Ulrike Halverson, and me. Also for a portion of the tour and a presentation, we will be joined by the Executive Director of the Columbia River Gorge Commission, Krystyna Woiniakowski, who will make a presentation and take part in a discussion with local Polish officials on the topic of balancing the environment and the economy. Lots of great representation on this delegation, and we look forward to seeing the friends. LH

p.p.s. ACTION: IF you find indications of potential interest from OCCMA leaders/members, and can inform me of that early indication of interest, please let me know by Sept. 16, and I can include that background in our planning talks with our Polish counterparts and friends. LH

-----Original Message-----

From: Christy Wurster <CWurster@Silverton.or.us>

To: 'Inhalverson@aol.com' <Inhalverson@aol.com>

Cc: Michael Sykes <msykes@cityofscappoose.org>; 'Jennifer Lewis' <JLewis@orcities.org>

Sent: Mon, Aug 28, 2017 3:45 pm

Subject: WCMA Exchange

Hi Lloyd:

I understand that WCMA is arranging a Polish exchange and there may be an opportunity for the returning delegation to have an "Oregon Day". Could you share more information about the exchange, what WCMA's plans are, and the dates? Any information you may have would be helpful.

Kind regards,

Christy S. Wurster
OCCMA President – Elect

City Manager
City of Silverton
306 S. Water Street
Silverton, OR 97381
503.874.2205

2017 OCCMA Summer Conference

July 11-14, 2017 – Bend, Oregon

Did you find this conference informative, productive and useful?

Answer	%	Count
Yes	100.00%	35
No	0.00%	0
Total	100%	35

General Comments:

Good sessions about topics that are up and coming in the local government arena.

Great sessions this year, and great opportunities to network with peers.

One of the best summer conferences I have ever been to, content wise.

Love the location. Great job on organizing the conference.

As always, a great opportunity to network.

Good conference this year!

Great conference!

This was an excellent conference. There were a mix of relevant topics and break/ networking time.

Good sessions overall this year. Good social events. Food was more mediocre than in the past. Also, the room block from Mt. Bachelor Village is too small.

Good Conference and hope you will keep it in Bend

Sessions and presenters at the summer conference were not as productive and informative as the spring joint conference with Washington.

I thought the session topics could have been better. The opportunity to network with other managers is always the most beneficial component of the conference.

A new managers breakout would have been nice.

I did not perceive value in the presentation from the students, and I was disappointed in the peer exchange. All other sessions were very good, with the opening presentation particularly thought provoking and well delivered. Thoroughly enjoyed the conference. The only complaint I had is I always prepare for the conference in advance by taking the agenda and copying it into an electronic document so I don't need to carry paper everywhere. Since the agenda changed significantly from what was published on the website I could not do that. I found that frustrating.

Conference was a relaxed opportunity for networking and learning.

This was the best OCCMA conference I have attended. This is my 10th!

I miss the Bend conferences of years past where the sessions ended earlier with time for group recreational activities (rafting, etc.). It was good for networking and mental health in general...

Generally better programs this year.

Great agenda, nice location although it is getting a little cramped for the group.

As always the topics were good. I think we spent a lot more time on the PSU masters program than necessary, however. It is a good program. I just think that with the limited time we have, more pertinent topics could have been addressed. I think that one topic which is truly overlooked, is the manager who has been vaulted into the position, from Recorder, Finance, etc who also needs some good guidance and learning. They could truly benefit from discussions with experienced City Managers. I got a lot out of networking and 'picking' the brains of experienced managers.

Solid information in sessions, always a nice setting and food was generally very healthy to eat!

the courses were all right on track with things I am dealing with.

Good selection of topics/timely issues.

This was my first OCCMA conference and I look forward to the next one. Having a background in HR, the only suggestion I would make is to ask the presenters to tailor their topics to City Managers more. As an example, the investigations session was great for someone who will actually do investigations. But most City Managers will not ever do the actual investigations, so it would be nice to talk about what to do once an investigation is complete. Nice job on the conference.

Please evaluate the Tuesday session:

Answer	%	Count
Excellent	17.14%	6
Good	34.29%	12
Fair	8.57%	3
Poor	0.00%	0
Did not Attend	40.00%	14
Total	100%	35

Tuesday Session comments:

Would have enjoyed have Tuesday's session if it would have started at 2pm - gives more time for travel

4 hours is a really long session.

4 hours is a long time for a session

Content of the session was good. The time frame was a little long - didn't need 4 hours. Consider starting at 2:00 instead of 1:00. Seems people had a hard time getting here on time and starting right after lunch.

I thought the content was fine but the delivery was only adequate.

Information was ok. But there was not much in the way of inspiration in how the information was presented.

Quality materials that were well presented. The depth of material was greater than could be handled in the space, but that left me searching for more information. Well done.

It was a little long but otherwise the session content was excellent.

I arrived late so I can't really rate this. It seemed like there were some very good points brought up. I had a bit of catching up to do.

Had to miss due to City Council Meeting

Please evaluate the Wednesday sessions:

Question	Excellent		Good		Fair		Poor		Did not Attend	
Lessons from the Field (Wed. 8:30 a.m.)	20.93%	9	26.15%	17	15.79%	3	33.33%	1	33.33%	4
Addressing Homelessness through Collaboration and Innovation (Wed. 10:30 a.m.)	30.23%	13	30.77%	20	5.26%	1	66.67%	2	8.33%	1
Community Engagement A La Carte (Wed. 1:30 p.m.)	34.88%	15	26.15%	17	10.53%	2	0.00%	0	16.67%	2
Perspectives from MPA Candidates (Wed. 3:15 p.m.)	13.95%	6	16.92%	11	68.42%	13	0.00%	0	41.67%	5
Total	Total	43	Total	65	Total	19	Total	3	Total	12

Wednesday Session comments:

Speakers need to be understood, unfortunately it was difficult to understand the speech of presenter in Lesson's from Field

Homelessness discussion was far better than I anticipated. It brought the problem away from just being a "Portland Issue" and allowed the audience to see that this is an issue affecting all communities on multiple levels. The speakers were fantastic. MPA Session was good, but I thought there were too many panelists. Some seemed like they didn't want to be on the panel at all. If this session happens again, pick a few students who really want to discuss the program and experience so audience can get to know them better.

If we are going to invite the students to do a session, could we consider, please, doing it earlier in the day so I can be more awake? ;-)

I didn't realize the term "Community Engagement" has evolved to such a race and ethnic focus. In my experience Community Engagement strives to bring everyone to the table not just those with language or cultural challenges. The content of the sessions was good but seemed to miss the broader inclusive message.

The Community Engagement and MPA Candidates sessions were not as good for me. I thought the community engagement was too narrowly focused on Hispanic engagement which is not germane to my jurisdiction. A broader focus on community engagement as a whole would have been more applicable. I did like to hear how to engage the Hispanic community, but I thought it could have been broadened. With the MPA Candidate sessions, I thought this was not super useful for the city managers. I do think it is nice to meet and get to know the MPA Candidates. However, this could be done during the receptions, meals, etc. and not take up a session.

There were several overlaps in the lessons from the field presentations, but the topic was great.. I was absolutely inspired by the homeless conversation, where I had perceived no local government role for small cities, this presentation really turned my thoughts around. The engagement presentation was a little biased, but content was excellent. The student presentations had me leaving about 20 minutes in.

Lessons from the Field had too many slides full of text. The presenters should have stood and used the mic for a room that big. A general complaint about the pace of the sessions: too much time for the general Q&A. If the panels ran out of things to say, the session should have been shorter. Q&A that goes past five minutes is pure boredom for the audience.

I felt the format of the MPA candidates was wrong. Having current local government leaders ask questions of graduate students seems like the wrong approach. This is probably why the one question ask was "What can we (current leaders) do to help?" The remainder of the session was the leaders volunteering advice rather than asking other questions.

Community engagement is where we all need some help, I think. We don't all have Hispanic residents, but we have elderly, new arrivals etc.

as such a small town the efforts going on far exceed our capabilities, the class was eye-opening however and the fellow representing vets was impressive.

Please evaluate the Thursday sessions:

Question	Excellent		Good		Fair		Poor		Did not Attend	
A View From the Other Side and Top Ten Termination Tips (Thurs. 8:45 a.m.)	34.25%	25	16.07%	9	0.00%	0	0.00%	0	9.09%	3
Public/Private Partnerships (Thurs. 10:00 a.m.)	12.33%	9	25.00%	14	45.00%	9	50.00%	1	12.12%	4
Workplace Investigations (Thurs. 11:15 a.m.)	28.77%	21	14.29%	8	20.00%	4	0.00%	0	12.12%	4
The 2017 Legislative Session in Review (Thurs. 2:00 p.m.)	19.18%	14	26.79%	15	15.00%	3	50.00%	1	12.12%	4
2021 ICMA Conference Host Committee Planning (Thurs. 3:30 p.m.)	5.48%	4	17.86%	10	20.00%	4	0.00%	0	54.55%	18
Total	Total	73	Total	56	Total	20	Total	2	Total	33

Thursday Session comments:

Public Private session was informative, but I think there needed to be more examples (LOCAL examples) to make it a little more relevant. HR Sessions were interesting and good for small and large city managers.

Public/Private Partnerships seemed pretty mainstream concepts. Would have enjoy at least one "out of the box" case study. Would have enjoyed Senator Johnson but the replacement offered a good perspective.

Two of the speakers for the public/private partnerships relied way too much on PowerPoint, they basically read us the slides. It would have been better if they provided more stories and examples of successes and failures. The first speaker on that topic was good.

Rob Drake's presentation was great. The other two public/private presentations were just long sales pitches.

My two thoughts on these sessions are: 1) the legislative session could have been much longer to cover more topics applicable to Cities. It felt like we just scratched the surface; and, 2) the public private partnerships felt more like a sales pitch for companies, than a conference educational session.

The termination tips and the investigation work was great, and I have extensive notes from real "how to" sessions. This is the meat of learning, and I value these sorts of sessions. The Public/Private had some overlap that took away some value, and lacked a summary of next steps.

A View From the Other Side and Top Ten Termination Tips was outstanding. Thank you for bringing this speaker to the conference. I also enjoyed the 2017Legislative Session in Review. That was great!

Rep. Mike McLane's reflections and observations were an unexpected treat.

The insight from the ex labor attny was very enlightening. I got the most from the public/private partnerships session. I can think of several ways to try to use that to get some things done here that we may not be able to afford otherwise. Very good and thought provoking. Workplace investigations is something we may hate, but we all have to know what to do and what not to do. I thought it was very good. Legislative session was informative too. I did not attend the 2021 conference host planning as I may be retired by then.

unfortunately I had to return to deal with an issue Friday and missed the last event and the Friday events

Top 10 termination tips was very informative

Please evaluate the Friday session:

Answer	%	Count
Excellent	47.22%	17
Good	22.22%	8
Fair	13.89%	5
Poor	0.00%	0
Did not Attend	16.67%	6
Total	100%	36

What did you like best about the conference?

Best Round Robin Friday morning session yet (I've attended three years)

I appreciate the timely and pertinent training topics

Great opportunity to meet with folks from around the state, share experiences and wisdom, and keep strengthening the Oregon local government community. Fantastic conference again this year.

The community engagement session was very interesting, good to hear from communities of different population sizes and practical tips for engagement.

The opportunity to network, share ideas and hear from others on the problems and solutions in their communities. I also got a lot out of the leadership workshop.

Great content on very relevant subjects. Great job picking topics.

Dr. Cooper does a great job of focusing on issues and keeping everyone engaged.

Networking.

The location. I love Mt. Bachelor Village.

The food was great, sponsors were awesome and the sessions were informative.

All of the speakers were interesting and knowledgeable. It can be difficult to sit still all day at a conference and there can be speakers who do not hold your attention, that was not the case at this conference.

Thanks for having the Wednesday lunch be just networking.

Peer Networking and engaging with PSU Students

location

Networking

Location is great. Overall the speakers and sessions were good. Food was good.

Networking

Networking!

I think it would be good to devote more time for this sort of interaction. It is very helpful to hear different perspectives and ways communities are dealing with issues.

Building relationships

Networking and catching up with peers in other cities

The networking with fellow managers and the MPA students is always the best part of the conference.

Networking

Well structured and a diversity of training opportunities. I would have liked a better layout to visit with the vendors and thank them for their contributions.

Food, company, location.

The opportunity to network with managers, students, senior advisors, and vendors.

The speakers and comraderie. Thank you for approaching the planning in a more ala carte fashion rather than having one full-day keynote. This years's format was excellent..

The evening at Steve Bryant's house.

Round Robin. I felt it was better attended this year because it wasn't framed as much like a "come learn from older managers" session (wherein none of the older managers went).

I always love this part of the Conference. Real problems and real solutions from peers. It's like real-time listserv.

I enjoy seeing most city/county managers at one time. The educational topics are always relevant and good.

I like the candid way we can all talk to each other. It is very helpful to bounce ideas off others and see what has worked for them and what has not worked.

This could be longer. Lots of information, but not long enough.

the chance to talk with my peers.

The opportunity to network with my peers and the idea of a fellowship to support women managers.

Location and variety of topics was very good

Great to make new connections.

Additional Comments:

I think the partner connection event needs to be advertised Tuesday afternoon so that family members can be encouraged to meet up. Then have an organized event they can all do together, like an afternoon at Sunriver's Water Park

Thanks Christy Wurster and professional development committee for the hard work!

I appreciated the focus on practical knowledge this year. Thanks!

Although the location is beautiful, I hope the committee will consider holding the conference elsewhere because of the cancellation policy of that particular facility. I had an unexpected work conflict arise (as many of us do) that required me to leave the conference early this year. I knew about the conflict a few weeks in advance and when I called to shorten my reservation, I was told their cancellation policy requires a month advance notice, so I would be charged for the duration of my original reservation. Although that may be fine for a leisure traveler, for

a business traveler I find that policy completely unacceptable -- it really bothers me that I ended up paying for several nights that didn't get used -- a big waste of resources. If its held there again, I will definitely stay off property at a location with a more reasonable cancellation policy.

My family would like to see more activities planned for families of managers.

Look forward to better conference support and support for OCCMA, and other affiliate organizations, in general, from the next LOC Executive Director.

There are many City Councils that meet on Tuesday night. It might be a good use of time to start on Wednesday morning and finish Friday morning. The board meeting could be a lunch meeting of early afternoon meeting still allowing attendees to travel home or enjoy the afternoon/ weekend in Bend. The food labels regarding Dairy and Gluten Free were excellent!

It is really too hard for me to go to a four day conference. Can we consider going back to having the conference be Wednesday, Thursday, and Friday????

The UB40 concert Tuesday evening was great.

The first morning breakfast should have been more substantial since there is no place on site to get breakfast. It would be nice to have the conference at a site that has a restaurant onsite for dining option.

Consider eliminating Tuesday from program. Continue to offer meal breaks without speakers. Consider ending educational program early one day for a recreational opportunity.

The venue and food was excellent and the attendees are very welcoming, friendly and helpful.

Interactive sessions are better than those that are just death by powerpoint. I also think it's great to focus on "next generation" but the way the panel was setup felt very adversarial. I wonder if you could do a panel that was mixed with both new & older generations and explore "paths" or ways that younger generations can both share their perspective but not be put on the spot.

I have heard many of my fellow OCCMA partners request that the conference be condensed to Wednesday through mid-day Friday.

Great Conference! I wish more family members would have attended the family member component Wednesday morning. I think it's a great idea, because it gives spouses/partners an opportunity to meet other spouses/partners so they feel more included at the evening functions.

Looking forward to next year!

I must be an old fuddy duddy, but I find it very irritating to be sitting near someone who is constantly on their computer and or phone during the sessions. If they don't want to participate or listen to the sessions maybe they shouldn't attend. The whispering and giggling was irritating too. I realize we all have to check in with our cities and we may have to leave the session to answer an important question. I am talking about the ones who are constantly out of contact with the conference. You see the same people doing this at the LOC and CIS conferences. Maybe we could put them all at the back of the room or in another room and skype to them hahahahaha

Thank you for an excellent conference.

Sorry I was unable to attend all sessions, perhaps next year my schedule will allow full participation. Great Job! Conference committee. Craig Martin



Memo

To: OCCMA President and Board of Directors
From: Megan George, Administrative Specialist
Date: October 27, 2017
Re: Agenda Item G.2. – Scholarship Requirements

Currently, OCCMA has two scholarships available:

- **Charlie Henry Scholarship** – The purpose of this scholarship is to provide opportunities for OCCMA members to attend either the Summer Conference or the NW Regional Conference. Scholarships are awarded by the OCCMA president and may be used for registration, lodging, and/or meals. Priority for the Charlie Henry Scholarship goes to (1) Active members of OCCMA; (2) Members in transition; and (3) Student members.
- **Roger Jordan Scholarship (formerly Jordan-Wells Scholarship)** – The purpose of this scholarship is to provide students with the opportunity to attend the Summer Conference. Scholarships may be used for registration, lodging, and/or meals.

In 2017, scholarships were awarded to sixteen individuals to attend the Summer Conference. Four scholarships were awarded to OCCMA members, although only three were able to attend the conference. Twelve were awarded to students, although only eleven were able to attend the conference. In total, \$3,903 was awarded.

Four attachments are included:

1. 2017 General Scholarship Information
2. 2017 Jordan_Wells Scholarship Information
3. 2017 Jordan_Wells Scholarship Application
4. 2017 Charlie Henry Scholarship Application



2017 Scholarship Program

OCCMA is committed to providing quality educational opportunities to municipal professionals. In furtherance of that goal, OCCMA is pleased to announce a limited availability of conference scholarship funds for the 2017 Annual Summer Conference to be held July 11-14 at the Mt. Bachelor Village in Bend, Oregon. If selected, OCCMA will waive the conference registration fee and will provide all on-site meals at no cost. In turn, scholarship recipients will assist conference staff in various capacities including registration, event staffing, distributing handouts, etc. The schedule usually allows for recipients to attend the conference sessions they're interested in.

Applicants may also request scholarship funds to reimburse up to \$400 for other actual expenses related to the conference, such as lodging and travel. To qualify for a scholarship, applicants must be a member of OCCMA. Members must apply in writing for a scholarship. An application is available at www.occma.org, under the Conferences tab. Applications must be submitted **by Friday, June 2, 2017**. Return completed application forms to:

Jennifer Lewis, OCCMA Liaison
League of Oregon Cities
1201 Court St. NE #200, Salem, OR 97301
Fax: (503) 399-4863; Phone: (503) 588-6550
jlewis@orcities.org

Scholarship applications are forwarded to the conference committee chair who will determine whether to award the scholarship. Scholarship awards will be based on need. The conference committee chair will notify the applicants in writing regarding the decision, including the amount of the scholarship.

Scholarship applicants are asked to hold payment for conference registration fees/meals until notified by OCCMA as to whether a scholarship will be granted. If requesting reimbursement of additional conference-related expenses, scholarship recipients must submit receipts to OCCMA within 30 days after the conclusion of the conference.



Jordan-Wells Scholarship Program

OCCMA is committed to partnering with universities to help build future generations of local government managers. In furtherance of that goal, OCCMA is pleased to announce the Jordan-Wells scholarship. Roger Jordan.....

The 2017 Annual Summer Conference will be held July 11-14 at the Mt. Bachelor Village in Bend, Oregon. If selected, OCCMA will waive the conference registration fee and will provide all on-site meals at no cost, and will provide group lodging in a house. In turn, scholarship recipients will assist conference staff in various capacities including registration, event staffing, distributing handouts, etc. The schedule usually allows for recipients to attend the conference sessions they're interested in. Scholarship recipients will also be asked to write a 500-800 word article on their experience and what they learned at the conference.

If additional funds are available, applicants may request scholarship funds to reimburse up to \$100 for expenses related to travel to the conference. To qualify for a scholarship, applicants must be a university student, and a current member of OCCMA. Members must apply in writing for a scholarship. An application is available at www.occma.org, under the Conferences tab. Applications must be submitted **by Friday, June 2, 2017**. Return completed application forms to:

Jennifer Lewis, OCCMA Liaison
League of Oregon Cities
1201 Court St. NE #200, Salem, OR 97301
Fax: (503) 399-4863; Phone: (503) 588-6550
jlewis@orcities.org

Scholarship applications are forwarded to the conference committee chair who will determine whether to award the scholarship. The conference committee chair will notify the applicants in writing regarding the decision, including the amount of the scholarship. If requesting reimbursement of additional conference-related expenses, scholarship recipients must submit receipts to OCCMA within 30 days after the conclusion of the conference.



Jordan-Wells Scholarship Program
Deadline: June 2, 2017

Name: _____

Title: _____

University Attending, and Year in Program: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____

SCHOLARSHIP APPLICATION QUESTIONS

1. I am currently a member of OCCMA: Yes No
(Note: All scholarship recipients must be members of OCCMA by the time they arrive at the conference.)
2. Are you currently a member of an ICMA chapter at your university? Yes No
3. If you are not selected as a scholarship recipient, will you still be able to attend the conference?
Yes No
4. How much do you estimate your costs to be to attend the conference? \$ _____
5. Please attach a resume and/or statement of interest in a local government career that describes your educational and professional background.
6. In the box below, please describe your need for the scholarship and how attending the OCCMA Conference would benefit your professional development.

Applications plus your resume must be submitted by June 2, 2017 to Jennifer Lewis at jlewis@orcities.org or faxed to 503-399-4863. *Questions?* Contact Jennifer at the email above or by phone at 503-588-6550.

Print Form

Submit by Email



2017 OCCMA Charlie Henry Scholarship Program

Deadline: June 2, 2017

Name:

Title:

Organization/Jurisdiction or University (students):

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

SCHOLARSHIP APPLICATION QUESTIONS

1. I am currently a member of OCCMA: Yes No
(Note: All scholarship recipients must be members of OCCMA by the time they arrive at the conference.)
2. If you are not selected as a scholarship recipient, will you still be able to attend the conference?
Yes No
3. I have served in local government for ___ years, ___ months.
OR, ___ I am currently a student hoping to be employed in local government in the future.
4. I have a gross annual salary of \$_____. *(There is no maximum salary requirement for scholarship applicants; however, salary may be considered during evaluation.)*
5. How much do you estimate your costs to be to attend the conference? \$_____
6. How much can your employer contribute toward your conference expenses? \$_____
7. Please attach a resume that describes your educational and professional background.
8. In the box below, please describe your need for the scholarship and how attending the OCCMA Conference would benefit your professional development.

Applications plus your resume must be submitted by June 2, 2017 to Jennifer Lewis at jlewis@orcities.org or faxed to 503-399-4863. *Questions?* Contact Jennifer at the email above or by phone at 503-588-6550.

Print Form

Submit by Email

Megan George

From: Jennifer Lewis
Sent: Thursday, October 12, 2017 5:58 PM
To: Christy Wurster
Cc: Megan George; msykes@cityofscappoose.org
Subject: Re: OCCMA FYI

I think that is a great idea. We can add it under future conferences.

Thank you Christy.

Jennifer

Sent from my iPhone

On Oct 12, 2017, at 5:52 PM, Christy Wurster <CWurster@Silverton.or.us> wrote:

Do we want to add this to the agenda for discussion at the Retreat? I think we should.

Christy

From: Jennifer Lewis [<mailto:JLewis@orcities.org>]
Sent: Thursday, July 06, 2017 8:31 AM
To: Christy Wurster; Michael Sykes
Subject: FW: OCCMA FYI

Something to consider for next year.

-Jennifer

From: Jenni Kistler
Sent: Wednesday, July 5, 2017 4:17 PM
To: Jennifer Lewis <JLewis@orcities.org>
Subject: OCCMA FYI

Just an FYI that we have now had two non-members with 'working with Energy Trust of Oregon' listed on their email signatures register for OCCMA. At first inquiry I did ask them if they wanted to know more about sponsorship or if they were wanting to attend the conference. Both wanting to attend. Of course we cannot limit attendees to only city official, hence the 'non-member' option, but if vendor type people are looking at this as a better way to get connected with this group OCCMA may want to consider raising the non-member registration rate like we have for our annual conference. Worth noting and considering, I thought.

In case there are questions about the two that came up today, they are:

Brian Mayfield
Outreach Manager
New Buildings

Working with Energy Trust of Oregon
Learn more about our Path To Net Zero and Market Solutions offerings

CLEAResult
Program Management Contractor
100 SW Main St., Suite 1500
Portland, Oregon 97204

828.773.6901 DIRECT
503.961.7642 FAX
energytrust.org

and

Christina Skellenger, CEM

*Account Manager
Existing Buildings*

Working with Energy Trust of Oregon

ICF
Program Management Contractor
615 SW Alder Street, Suite 200, Portland, Oregon 97205

503.320.4617 DIRECT
energytrust.org

-JK

<image001.jpg>**Jenni Kistler, Project Coordinator**

jkistler@orcities.org

(503) 588-6550 | (800) 452-0338 | (503) 540- 6599 direct
1201 Court St. NE, Suite 200 | Salem, Oregon 97301

www.orcities.org

Helping Cities Succeed



Memo

To: OCCMA President and Board of Directors
From: Megan George, Administrative Specialist
Date: October 18, 2017
Re: Agenda Item H – Future OCCMA Conferences

At the April 14, 2017 OCCMA Board Meeting, the board agreed to host the OCCMA Summer conference in Newport in 2019, Bend in 2020 and Pendleton in 2021. League of Oregon Cities staff has moved forward with contracting for the 2019 and 2020 conferences, respectively. In addition, Oregon is slotted to host the NW Regional Manager's Conference in 2019. League of Oregon Cities staff is working with the Alaska Municipal Management Association to host the NW Regional Manager's Conference in 2021 so that there is no conflict with preparations for the 2021 ICMA Annual Conference in Portland, Oregon.

- The 2019 NW Regional Manager's Conference has not been set. At this point League of Oregon Cities staff is requesting a date for the conference.
- The 2019 OCCMA Summer Conference will be held in Newport, Tuesday, July 9th through Friday, July 12th at the Best Western Agate Beach Inn. The venue is currently preparing to begin renovations and will soon be a Best Western PLUS branded property. Renovations are expected to be done by summer 2018. This contract is currently in-process.
- The 2020 OCCMA Summer Conference will be held in Bend, Tuesday, July 7th through Friday, July 10th at the Mt. Bachelor Village Resort. This contract is finalized.
- The 2021 OCCMA Summer Conference is slotted for Pendleton, as per the board's discussion in April. League of Oregon Cities staff has begun researching possible venues that could accommodate the size of the group and are non-smoking facilities, but would appreciate any direction on preferred or known venues in the area as well as preferred dates. Currently, there are two options: (1) Tuesday, July 6th through Friday, July 9th; or (2) Tuesday, July 13th through Friday, July 16th.

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Memo

To: OCCMA President and Board of Directors
From: Megan George, Administrative Specialist
Date: October 27, 2017
Re: Agenda Item K.1. – 2016 Board Retreat Invoicing

It has come to League of Oregon Cities staff attention that invoices sent to individual board members for the November 3-4, 2016 OCCMA Board Retreat did not include the cost of meals. For those applicable, invoices were sent for lodging expenses only.

OCCMA Bylaws, Article 17-6 Section 2 state:

17-6 §2 *ASSOCIATION BOARD MEMBERS: For all membership events, including the annual Board retreat/business meeting, all expenses shall be paid by individual Board members. Facility/meeting room costs shall be paid by the Association.*

OCCMA Bylaws, Article 17-6 Section 1(C) state:

17-6 §1(C) *The Association shall, if requested, pay for the President's lodging at Board Meetings, the Northwest Regional Conference, and Summer Conference. Mileage and meals shall be at the President's expense.*

The Oregon Garden invoice dated November 11, 2016 includes \$1,527.51 for the cost of food and beverages (see Attachment 1). The total amount for the invoice, including equipment and room charges, was paid by OCCMA.

The board has a few options:

1. Do nothing.
2. Instruct LOC staff to research and determine who was incorrectly invoiced for the retreat.

ATTACHMENT 1

Invoice



Client/Organization Oregon City/County Management Assn.	Event Date 11/3/2016 (Thu)	Folio # 130668		Event # E08232
Address 1201 Court Street NE, Salem, OR 97301		Booking Contact Jennifer Lewis	Booking Tel (503) 588-6550	Guests 17 (Act)

Meeting - 11/3/2016 - 08:00 am

2	Coffee, Regular or Decaffeinated 1.5 gallons @ 33.00	66.00
1	Hot Water - per 1 gallon air pot @ 10.00	10.00
3	Tea Bags - each @ 2.50	7.50
1	Iced Tea - per gallon @ 28.00	28.00
	Room Chg	500.00

Luncheon Reception - 11/3/2016 - 12:00 pm

17	12PM CHICKEN ENTREE LUNCH BUFFET @ 19.00	323.00
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Plated Dinner - 11/3/2016 - 06:00 pm

14	6PM MIX AND MATCH PLATED DINNER @ 35.00	490.00
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Meeting - 11/1/2016 - 08:00 am

2	Coffee, Regular or Decaffeinated 1.5 gallons @ 33.00	66.00
1	Hot Water - per 1 gallon air pot @ 10.00	10.00
4	Tea Bags - each @ 2.50	10.00
1	Iced Tea - per gallon @ 28.00	28.00
1	Portable Screen @ 25.00	25.00

Luncheon Reception - 11/4/2016 - 11:00 am

16	11AM BACK TO SCHOOL SACK LUNCHES @ 16.00	256.00
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	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,069.00	225.50	0.00	25.00	0.00	500.00	0.00	1,819.50
Service Charge	192.42	40.59	0.00	4.50	0.00	90.00	0.00	327.51
Total	1,261.42	266.09	0.00	29.50	0.00	590.00	0.00	2,147.01

Paid	0.00
Balance	2,147.01

Pay Method	Card Type	Card Holder	Signature
Card Number		Expires	

Full payment is due within 30 days of your event. Please remit payment to:

Oregon Garden Resort
895 W Main Street
Silverton, OR 97381

Thank you for choosing The Oregon Garden Resort for your event!

OCCMA 2018 Budget Narrative

REVENUES

Beginning Cash

The beginning cash balance has four sections:

Operations. This line item contains the unrestricted cash balance available to OCCMA at the beginning of the budget year. The operations beginning cash target is at least 20% of operating expenses. The proposed budget includes operating expenditures of \$108,700 (including a \$5,000 contribution toward the 2021 ICMA conference). The operations beginning cash balance is estimated at \$91,420 which is more than the \$21,740 required by the fund balance policy.

2021 ICMA Conference. OCCMA has targeted saving \$50,000 by the end of the 2020 budget year to aid in preparations for the 2021 ICMA Conference that will be hosted in Portland, Oregon. The purpose of this line item is to hold the monies restricted to the 2021 ICMA Conference. The 2018 estimated balance is \$37,771.

Roger Jordan Scholarship. This line item was previously named “Wells/Jordan Scholarship”. The purpose of this line item is to hold the monies restricted to the Roger Jordan Scholarship. The 2018 estimated balance is \$2,872.

Conference Income

Fall Workshop. The Fall Workshop is a partial-day training and business meeting held in conjunction with the League of Oregon Cities’ Annual Conference. The 2018 Fall Workshop is tentatively scheduled for September 27, 2018 at the Hilton Eugene. Income is generated by registration fees. Income is estimated to be \$9,000.

NW Regional Conference. OCCMA hosts the Northwest Regional Managers Conference on a rotating basis with the Washington City/County Management Association (WCMA) (and occasionally the Alaska Municipal Management Association). The 2018 NW Regional Manager Conference will be hosted by WCMA May 1-4, 2018 at Skamania Lodge in Stevenson, Washington. This event is budgeted as a conference only in years where OCCMA is the host organization.

Summer Conference. The Summer Conference is a multi-day conference hosted by OCCMA annually in July. The 2018 Summer Conference is scheduled for July 10-13, 2018 at Mt. Bachelor Village Resort in Bend, Oregon. There are several revenue line items:

- **Registrations** – The 2017 year-end estimate for registration is \$30,000 which is consistent with a trend of increased registrations. The 2018 proposed budget includes an estimate of \$28,000.
- **Sponsorships** – Sponsorships allow vendors to participate in the conference trade show and are collected at seven different levels: Keynote (\$5,000); Reception (\$2,500); Golf (\$2,500); Platinum (\$2,500); Gold (\$1,500); Silver (\$1,000); and Nonprofit (\$750). The 2017 year-end estimate for sponsorships is \$17,300. The 2018 proposed budget includes \$12,500 in sponsorships.

- **Roger Jordan Scholarship** – Roger and Susie Jordan pledged \$5,000 to support student attendance at the annual summer conference. Scholarships are used to offset registration, travel, and lodging costs. The Jordan’s give approximately \$1,000 annually to support these efforts.
- **Food Charges** – The purpose of this line item was to collect food and beverage charges for lunch and breakfasts held at the conference. These items are now included in registration costs beginning in 2016 and therefore do not appear separately in this line item.
- **Activity Fee** – The purpose of this line item is to collect separate fees for activities planned during the conference. The Professional Development Committee of OCCMA has handled revenues and expenditures separately since 2016 and therefore no money is included for this line item.

General Operations Income

Dues. Basic dues for active members are calculated using a modified formula that ICMA uses to calculate their dues. The formula is as follows:

- Line 1. Annual Salary
- Line 2. Add deferred compensation
- Line 3. Total salary, Line 1 + 2
- Line 4. Less \$5,000
- Line 5. Effective salary, line 3 - 4
- Line 6. Line 5 x .00191705
- Line 7. Add base dues \$34.50
- Line 8. Total, line 6 + 7

Dues are billed in a lump sum that includes the base dues, salary computation, and the 15% dues surcharge (see below). After dues are received, 15% is placed in the *Dues Surcharge 2021* line item and the remaining 75% remain here.

Honorary, retired, and lifetime member dues are complimentary. Affiliate and cooperating member dues are a \$90 flat fee, and student member dues are a \$30 flat fee. Manager in transition dues are complimentary during the first year of transition.

Dues Surcharge 2021. As described in the dues formula (see above), an additional 15% surcharge is collected to contribute funding for the 2021 ICMA conference in Portland, Oregon.

Board Retreat Meetings. OCCMA Board Members, except for the President, pay for their own lodging and meal costs for the annual board retreat. OCCMA covers the cost of lodging for the President, but not transportation and meal costs. Typically, OCCMA will cover the cost of meals and lodging up-front, and seek reimbursement from board members.

CIS Senior Advisor. Citycounty Insurance Services (CIS) provides \$2,500 annually to OCCMA’s Senior Advisor program as part of CIS’ risk management programming.

ICMA Senior Advisor. The International City/County Management Association (ICMA) provides matching funds to cover one-half of the Senior Advisor program. Expenses are paid in total by OCCMA and then one-half is reimbursed to OCCMA on a quarterly basis.

EXPENSES

Conferences

Fall Workshop. The Fall Workshop is a partial-day training and business meeting held in conjunction with the League of Oregon Cities' Annual Conference. The 2018 Fall Workshop is tentatively scheduled for September 27, 2018 at the Hilton Eugene. Expenses for the workshop include:

- **Food & Beverage** – The workshop typically includes breakfast, coffee service and a boxed lunch for each registered participant. The 2018 proposed budget includes \$7,000 for this line item.
- **Room Rental** – This line item includes expenses for the room rental and any audio/visual equipment required. The 2018 proposed budget includes \$650 for this line item.
- **Speakers** – This line item includes funding for a speaker or facilitator to attend the workshop. The 2018 proposed budget includes \$2,500 for this line item.
- **Administration** – The purpose of this line item is to capture League of Oregon Cities' costs to provide administrative support for this workshop. Staff recommends that this expense be rolled into general operations expenses in 2018.

Summer Conference. OCCMA hosts an annual summer conference in July. The 2018 Summer Conference is scheduled for July 10-13, 2018 at Mt. Bachelor Village Resort in Bend. Expenses for the workshop include:

- **Activities** – The purpose of this line item is track expenses for activities planned during the conference. The Professional Development Committee of OCCMA has handled revenues and expenditures separately since 2016 and therefore no money is included for this line item.
- **Administration** – The purpose of this line item is to capture League of Oregon Cities' costs to provide administrative support for the conference. The 2018 proposed budget includes \$7,500 for this line item.
- **Audio/Visual & Trade Show** – The purpose of this line item is to capture the costs to set up the trade show and general audio/visual charges during the conference such as microphones, screens, podiums, exhibit tables, etc. The 2018 proposed budget includes \$2,500 for this line item.
- **Food & Beverage** – Food and beverage expenses cover charges paid to the hotel for food service during the conference and additional costs reimbursed for receptions that may not be part of the hotel fees. The hotel generally does not charge separately for the use of the facility, but has minimum food and beverage and sleeping room requirements. The 2018 proposed budget includes \$15,500 for this line item.
- **Lodging** – Lodging is provided for the OCCMA president and League of Oregon Cities' staff. The 2018 proposed budget includes \$3,000 for this line item.
- **Postage/Printing** – Costs of mailings and printing for the conference are charged against this line item. The 2018 proposed budget includes \$500 for this line item.
- **Travel** – This line item captures the travel costs for League of Oregon Cities' staff. The 2018 proposed budget includes \$300 for this line item.
- **Speaker** – The 2018 proposed budget includes \$5,000 for this line item. Speaker expenses include travel reimbursements, lodging and fees.

- **Roger Jordan Scholarship** – Scholarships are used to offset registration, travel, and lodging costs for students to attend the conference. The 2018 proposed budget includes \$1,700 for this line item. That would cover registration, travel, and lodging costs for approximately eight students to attend the conference.

NW Regional Conference. OCCMA hosts the Northwest Regional Managers Conference on a rotating basis with the Washington City/County Management Association (WCMA) (and occasionally the Alaska Municipal Management Association). The 2018 NW Regional Manager Conference will be hosted by WCMA May 1-4, 2018 at Skamania Lodge in Stevenson, Washington. This event is budgeted as a conference only in years where OCCMA is the host organization.

General Operations Expenses

Contingency. The purpose of this line item is to cover unforeseen reductions in revenues or increases in costs. The proposed 2018 budget includes \$2,400 for this line item.

2021 ICMA Conference. OCCMA will host the 2021 ICMA Conference in Portland, Oregon. Total funding of \$250,000 - \$300,000 is required. The WCMA has pledged \$50,000 to support the 2021 conference. Additional funds will be raised through sponsorships and other fundraising efforts. For the past two years, OCCMA has included \$5,000 in the budget to potentially move into restricted funds for the conference. This move was not done in 2016 or 2017. The 2018 proposed budget includes \$5,000 for the same purpose.

ICMA Coaching Program. OCCMA has participated in the ICMA/Cal-ICMA coaching program for several years. The program has been restructured by ICMA and the cost reduced to \$1,000 per year. Roger and Susie Jordan have pledged to cover the cost of the program (\$1,000) for three years: 2016-2018. Since the cost will be paid through the LOC Foundation directly to ICMA, no monies are budgeted in the OCCMA budget.

LOC Services. The purpose of this line item is to capture the charges for League of Oregon Cities staff. The 2018 proposed budget includes \$10,000 for this line item.

Board Retreat Meetings. The OCCMA Board holds a retreat in November each year. The 2018 retreat is scheduled for November 8-9, 2018 at the Oregon Garden in Silverton. Typically, OCCMA will cover the cost of meals and lodging up-front, and seek reimbursement from board members. The 2018 proposed budget includes \$5,000 for this line item.

Conference Calls. Costs of conference calls are charged against this line item. The 2018 proposed budget includes \$200 for this line item.

Directory. Beginning in 2017, the OCCMA Membership Directory was transitioned to an online format from the historical paper directory. The online format is updated automatically on a continuous basis. There is no ongoing maintenance cost for this line item.

Marketing/Supplies. This line item covers stationary, brochures, etc. The 2018 proposed budget includes \$750 for this line item.

Miscellaneous. This line item covers general expenses or special events/projects. Included in the budget are two specific items:

- **ELGL** - \$300 for corporate membership in ELGL
- **ICMA Student Chapters** - \$800 student chapter ICMA membership subsidy. Due to a grant from ICMA-RC, student chapter membership fees were waived for the 2017-2018 academic year. This would cover the cost for the 2018-2019 academic year. There are currently two student chapters operating in Oregon at Portland State University and University of Oregon.

Miscellaneous – Credit Card Exp. This line item was included to capture the expenses related to accepting payment by credit cards for membership and conference registrations. Expenses in 2017 are estimated to be \$1,068 and the 2018 proposed budget includes \$3,000 for this line item.

National/Committee Travel. Under Article 17-6 §1 of the Bylaws, OCCMA may pay, if requested, the following expenses for the president or the president’s designee:

- Travel expenses to the ICMA Annual Conference.
- One-half the cost of travel outside Oregon to:
 - Northwest Regional Conference
 - ICMA West Coast Regional Conference
 - ICMA committee meetings
- Lodging for the Northwest Regional Conference

Newsletter. The purpose of this line item is to capture the cost of publishing the quarterly OCCMA newsletter, including League of Oregon Cities’ staff design/layout, proofreading, printing, and mailing. The 2018 proposed budget includes \$9,000 for this line item.

Postage. Costs of general mailings are charged against this line item. The 2018 proposed budget includes \$400 for this line item.

Printing, Fax. Costs of general printing are charged against this line item. The 2018 proposed budget includes \$300 for this line item.

Scholarships – Charlie Henry. The purpose of the Charlie Henry scholarship is to provide opportunities to OCCMA members to attend either the Summer Conference or the NW Regional Conference. Scholarships are awarded by the OCCMA president and may be used for registration, lodging, and/or meals. Priority for the Charlie Henry Scholarship goes to

1. Active members of OCCMA
2. Members in transition
3. Student members

Senior Advisor. All costs for the Senior Advisor program are captured in this line item including reimbursement for travel, lodging, and registrations at relevant conferences. ICMA reimburses OCCMA one-half the cost of the program on a quarterly basis. The 2018 proposed budget includes \$14,000 for this line item.

Web Support. The purpose of this line item is to capture the costs to host the OCCMA website and provide support for the website and registration for conferences, etc. It also includes an additional \$2,500 for potential web site updating.

**OREGON CITY / COUNTY MANAGEMENT ASSOCIATION
2018 Proposed Budget**

	2017 BUDGET	Actual Through September 2017	Estimated Through December 2017	2018 Proposed BUDGET
INCOME				
Beginning Cash - Operations	51,823	51,823	51,823	91,420
Beginning Cash - 2021 ICMA Conference	30,739	30,739	30,739	37,771
Beginning Cash - Wells/Jordan Scholarship	3,350	3,350	3,350	2,872
Total Beginning Cash	85,912	85,912	85,912	132,063
Conference Income				
Fall Conference Registrations				
· Registration	6,000	0	9,945	9,000
Total Fall Conference	6,000	0	9,945	9,000
NW Regional Conference				
· Registration	22,000	29,335	29,335	0
· Sponsorships	12,000	12,900	12,900	0
Total NW Regional Conference	34,000	42,235	42,235	0
Summer Conference				
· Registration	27,000	29,735	30,000	28,000
· Sponsorships	12,500	13,400	17,300	12,500
· Roger Jordan Scholarship	1,000	0	1,000	1,000
· Food Charges	5,250	0	0	0
· Activity Fee	500	0	0	0
Total Summer Conference	46,250	43,135	48,300	41,500
Total - Conferences	86,250	85,370	100,480	50,500
General Operations Income				
· Dues	36,000	46,064	46,064	38,000
· Dues Surcharge 2021	5,000	7,032	7,032	5,700
· Board Retreat Meetings	2,000	0	4,000	5,000
· CIS Senior Advisor	2,500	2,500	2,500	2,500
· ICMA Senior Advisor	7,000	1,689	4,000	7,000
Total General Operations Income	52,500	57,286	63,596	58,200
Total Income without Beginning Cash	138,750	142,656	164,076	108,700
Total Income including Beginning Cash	224,662	228,568	249,989	240,763

	2017 BUDGET	Actual Through September 2017	Estimated Through December 2017	2018 Proposed BUDGET
EXPENSE				
Conference Expense				
<i>Fall Workshop</i>				
· Food & Beverage Fall	3,000	0	7,170	7,000
· Room Rental Fall	650	0	335	650
· Speakers Fall	2,500	0	2,500	2,500
· Administration Fall	800	0	800	0
Total - Fall Conference	6,950	0	10,805	10,150
<i>Summer Conference</i>				
· Activities Summer	0	0	0	0
· Administration Summer	7,500	5,772	5,772	7,500
· A/V & Trade Show Summer	550	2,478	2,478	2,500
· Food & Beverage Summer	14,500	18,383	18,383	15,500
· Lodging Summer	2,400	1,870	1,870	3,000
· Postage/Printing Summer	1,000	265	265	500
· Travel Summer	200	302	302	300
· Speaker Summer	5,000	1,332	1,332	5,000
· Roger Jordan Scholarship	1,000	1,478	1,478	1,700
Total - Summer Conference	32,150	31,878	31,878	36,000
<i>NW Regional</i>				
· Administration	6,000	3,777	3,777	0
· A/V & Trade Show	500	327	327	0
· Food & Beverage	13,500	28,885	28,885	0
· Lodging	2,000	0	0	0
· Postage/Printing	1,500	157	157	0
· Travel	200	2,240	2,240	0
· Speaker	4,000	3,450	3,450	0
Total - NW Regional	27,700	38,836	38,836	0
Total - Conferences	66,800	70,714	81,519	46,150
General Operations Expenses				
· Contingency	6,750	0	0	2,400
· 2021 ICMA Conference	5,000	0	0	5,000
· ICMA Coaching Program	0	0	0	0
· LOC Services	12,000	1,903	3,000	10,000
· Board Retreat Meetings	3,300	0	4,000	5,000
· Conference Calls	200	184	200	200
· Directory	2,000	3,664	3,664	0
· Marketing/Supplies	750	595	750	750
· Miscellaneous	1,500	380	500	1,500
· Miscellaneous - Credit Card Exp	0	1,068	1,068	3,000
· National/Committee Travel	2,500	611	2,500	2,500
· Newsletter	9,000	3,112	6,500	9,000
· Postage	400	157	400	400
· Printing, Fax	300	41	300	300
· Scholarships Charlie Henry	3,000	2,425	2,425	3,000
· Senior Advisor	14,000	6,327	8,000	14,000
· Web Support	5,500	91	3,100	5,500
Total General Operations Expenses	66,200	20,558	36,407	62,550
Total Expenses	133,000	91,272	117,926	108,700
Net Income / <Loss> Before Beginning Cash	5,750	51,384	46,151	0
Net Income / <Loss> Including Beginning Cash	91,662	137,296	132,063	132,063



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

[Return to Agenda](#)

DATE: November X, 2017
TO: City/County Managers, Administrators, Assistants, Records and COG Directors
FROM: Christy Wurster, 2018 OCCMA President, City Manager, Silverton
SUBJECT: 2018 OCCMA Membership

Season's Greetings! As we approach another new year, it's time to either renew or become a member of the Oregon City/County Management Association (OCCMA). OCCMA continues to be the leading organization in supporting and encouraging careers in local government professional management in Oregon.

A significant benefit of membership is access to the Senior Advisor Program. Senior advisors are respected retired professional managers who desire to serve the profession. Each advisor represents one of the five regions in the state. They are available to you as a resource for advice and can assist you with additional help if requested.

Your OCCMA membership also affords you meaningful networking opportunities with your peers at various conferences offered throughout the year. The annual summer conference will be held July 10-13th at Mt. Bachelor Village. OCCMA members receive a discounted registration free for the summer conference. Our fall training workshop is held during the League of Oregon Cities' Annual Conference which will take place at the Hilton in Eugene on September 27.

The OCCMA website – www.occma.org – has many resources available including an online directory which is updated continuously throughout the year. In addition, active, affiliate, retired, honorary, lifetime and student members have access to the association's listserv, which is an invaluable tool for discussion of current topics. Through email, members can access the expertise of professional peers simply by posting a question or commenting on a previous post.

Be sure to review the categories of membership and the ICMA Code of Ethics before signing the membership form. Until 2021, the dues fee will include a 15% surcharge that goes into an account for the 2021 ICMA Annual Conference to be held in Portland, Oregon. If you have questions please contact Megan George at mgeorge@orcities.org or 503.588.6550

I am very honored to serve as your OCCMA president for 2018. We have lots of new board members from around our great state and together we hope to provide excellent training and support for our members in the coming year.

Sincerely,

<<INSERT SIGNATURE HERE>>

Christy Wurster, City Manager, Silverton
2018 OCCMA President



2018 Membership Application

Please print legibly

NAME ▲ _____

JOB/TITLE ▲ _____

CITY/AGENCY ▲ _____

EMAIL ADDRESS ▲ _____

MAILING ADDRESS (INCLUDE CITY AND ZIP) ▲ _____

STREET ADDRESS (INCLUDE CITY AND ZIP) ▲ _____

REGISTER HERE FOR 2018 LISTSERV

LISTSERV & MEMBERS-ONLY WEBSITE NOT AVAILABLE TO COOPERATING MEMBERS

I WISH TO BE ON THE OCCMA LISTSERV

I DO NOT WISH TO BE ON THE OCCMA LISTSERV

▶ MY LISTSERV EMAIL ADDRESS IS: _____

▶ MY PASSWORD (FOR LISTSERV & WEBSITE (7-25 CHARACTERS) IS: _____

DIRECTORY

Which contact number(s) would you like published in the 2017 OCCMA directory? (If not specified, office phone and fax only.)

OFFICE PHONE

HOME PHONE

FAX NUMBER

CELL PHONE

OFFICE

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FAX

--	--	--	--	--	--	--	--	--	--

HOME

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CELL

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MEMBERSHIP CLASSIFICATION & RENEWAL FEES

NOTE: For all membership categories except students, the 2018 membership fees include a 15% dues surcharge to go toward the 2021 ICMA Annual Conference to be held in Portland, Oregon.

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

ACTIVE MEMBER (see calculation, right)

HONORARY MEMBER (complimentary)

RETIRED MEMBER (complimentary)

LIFETIME MEMBER (complimentary)

AFFILIATE MEMBER \$90 flat fee

COOPERATING MEMBER \$90 flat fee

STUDENT MEMBER \$30 flat fee

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

ACTIVE MEMBERSHIP DUES CALCULATION

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

Line 1. Annual Salary	\$	_____
Line 2. Add deferred comp.	\$	_____
Line 3. Total salary, Line 1+2	\$	_____
Line 4. Less \$5,000	\$	<u>(5,000.00)</u>
Line 5. Effective salary, line 3-4	\$	_____
Line 6. Line 5 x .00191705	\$	_____
Line 7. Add base dues	\$	<u>34.50</u>
Line 8. Total, line 6 + 7	TOTAL TO BE PAID	\$ _____

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

MEMBER SIGNATURE _____

DATE _____

MEMBERSHIP CLASSIFICATIONS

- ACTIVE** Any person who meets the criteria for full membership in the International City/County Management Association (ICMA) shall be eligible for active membership in the Association. Full membership in ICMA is for chief administrative officers (CAOs) whose scope of responsibility meets these six criteria: appointment, policy formulation, budget, appointing authority, organizational relationships, and qualifications; assistant/deputy chief administrative officers; and other senior-level staff in local government who have significant administrative duties and report directly to a CAO whose position meets the six criteria for joining. A person shall become a member by notifying the Secretary-Treasurer of a desire to participate in the Association and upon payment of the dues for the current year. Active members shall comply with the ICMA Code of Ethics.
- AFFILIATE** Any person who does not meet the qualifications for the above full membership category but who has an interest in a career in city/county management shall be eligible to be an affiliate member. This includes entry- to mid-level local government employees, professors, private and nonprofit sector employees, federal/state government employees.
- COOPERATING** Individuals who work for an employer who does business with and has close ties to one or more units of local government. Cooperating members shall hold no office or vote or have access to the listserv and members-only page of the website.
- RETIRED** Any person who was previously an active member and has qualified for benefits under a local government retirement plan shall be eligible for retired membership by providing written notice to the Secretary-Treasurer and payment of the membership fee for the current year.
- An individual who was not previously a member of OCCMA but who now resides in Oregon and has had a career in local government management that would have made them eligible as an active member in OCCMA may become a retired member upon approval of the majority of the Board of Directors. Retired members shall hold no office or vote. Retired members have access to the listserv and members-only page of the website.
- LIFE** Lifetime member shall represent the highest honor afforded to retired members. Lifetime members shall be chosen because of distinguished service in the field of city or county management during his or her management career and lasting and meaningful contributions to the OCCMA and the profession of local government management.
- To be eligible for lifetime membership in the Association, the person must have been a full or associate member of the Association for a minimum of five years and is currently retired from the profession or no longer employed in the profession. Following a written letter of nomination signed by at least three active members of OCCMA, the Board will consider conferring Lifetime Membership to the nominee at any regular business meeting. A lifetime member shall be elected only upon recommendation of the Board of Directors. In making this recommendation, the board shall consider contributions to the profession at a level greater than the organizations served by the nominee; contributions at a national level; contributions to the profession as a whole, including teaching or publication; and any other relevant service. Once a recommendation has been approved by the board, lifetime membership shall be conferred upon an individual after a majority vote of the membership present at a general membership meeting. Lifetime members shall comply with the ICMA Code of Ethics and the Declaration of Ideals. Lifetime members shall pay no dues, hold no office or vote. Lifetime members have access to the listserv and members-only page of the website.
- HONORARY** Honorary members shall be chosen based on their contributions to the Association and/or to the field of city or county management in Oregon. Honorary membership shall be conferred by a Board vote at any regular business meeting. Honorary members shall pay no dues, hold no office, or vote. Honorary members have access to the listserv and members-only page of the website.
- STUDENT** Any person who is registered as a student in a college or university public administration program or is currently working in a career in public management may petition the executive Board for membership. Student members shall hold no office or vote. Student members have access to the listserv and members-only page of the website.



OCCMA

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

Date

Dear First Name:

Thank you for joining OCCMA for 2018. We have an exciting year in 2018, as OCCMA is sponsoring two major activities to bring managers together to focus on professional topics and training.

- OCCMA Summer Conference, July 10-13 at Mt. Bachelor Village Resort in Bend. This conference provides an opportunity for developing professional and personal skills as well as relationships with colleagues.
- Fall Workshop, September 27 at the Hilton in Eugene. OCCMA holds its annual business meeting and one-day training session during the League's Annual Conference in September.

In addition to the two major activities, OCCMA sponsors or co-sponsors more specialized seminars, coaching opportunities and training programs at a variety of locations in Oregon and the Northwest. We publicize the availability of these programs on our website – www.occma.org – and through our quarterly newsletter sent to all members. Our website also includes an online membership directory that is continuously updated. You members only user id is: _____ and your password is: _____.

During the year, managers can stay connected with and ask questions of fellow managers on the OCCMA listserv. Many members have found this service of value when they need to do a quick survey of what other cities are doing with a particular issue. Your listserv user name is your email address, and your password is _____. If you did not request to be added to the listserv and decide you would like to be included, please email Megan George at mgeorge@orcities.org.

Retired city managers Harold (Andy) Anderson of Bend, Dan Bartlett of Astoria, Larry Lehman of Pendleton, and Sheila Ritz of Clackamas, serve as Oregon's Senior Advisors. Senior Advisors will visit managers throughout the year, keep you abreast of ICMA services and programs, and serve as a "sounding board" for new and seasoned managers alike.

The Board and I thank you for joining OCCMA, and hope that you will become an active member and participate fully in the organization. If you are in the Silverton area, please stop by my office for a visit. IF you have any membership questions, please feel free to contact Megan George at mgeorge@orcities.org.

Sincerely,

<<INSERT SIGNATURE HERE>>

Christy Wurster, City Manager, Silverton
2018 OCCMA President



October 27, 2017

TO: OCCMA Board of Directors

FROM: Jennifer Lewis

RE: Credit Card Payment Acceptance

At the 2016 OCCMA Board Retreat, the Board discussed whether to accept credit card payments. There is a 3% service fee to accept credit card payments. The Board decided not to change the membership form to include payment by credit card, but to allow members to pay by credit card upon request, without a surcharge to recoup the 3% service fee. The Board moved to defer the decision on whether to add the 3% service fee until 2017.

OCCMA was the first Affiliate of the League to accept credit card payments. Now, the Oregon Mayors Association allows credit card payments and adds 3% to the amount charged.

In 2017 OCCMA incurred \$1,068.13 in credit card service charges. In 2018, if membership and registrations remained the same and OCCMA was to receive 25% of their payments for conferences and membership via credit card, they would incur a cost of \$917.82. If 50% of payments were by credit card, OCCMA would incur \$1,835.64 in service charges. Finally, if 100% of payments were received by credit card, \$3,671 in service charges would be incurred.

With the 2018 Membership drive beginning in December, there are a few questions for the Board to consider.

1. Would you like to allow credit card payments in 2018?
2. Would you like the 3% service charge added to the total amount charged, so OCCMA does not incur a cost for allowing credit card payments?
3. Would you like the membership form and conference registration forms to be changed to specifically allow for credit card payment?



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

[Return to Agenda](#)

October 27, 2017

TO: OCCMA Board of Directors

FROM: Jennifer Lewis

RE: Membership Directory

LOC has historically produced paper directories for OCCMA. At the 2016 OCCMA Board Retreat, the Board elected to discontinue the paper directories and create an online directory that would be continuously updated as members change positions, would be available on the OCCMA website and could be printed by members when a hard copy was needed.

Over the past year, I have received 18 requests for a paper directory, and have referred those people to the website.

In 2018 there may be minimal costs associated with website maintenance for the directory, but those cost will be included in LOC services to OCCMA.



OCCMA Senior Advisor Program

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

- II. Outline of Senior Advisor Responsibilities
 - A. Contact each OCCMA or ICMA members and other local government chief administrators in the Senior Advisor's assigned region within nine months of appointment as a Senior Advisor and within three months of receipt of notice of appointment of a new manager, assistant, chief administrator or COG director.
 - B. Meet with members in the assigned region as frequently as possible. Meetings may take place at the manager's office, at OCCMA events or at regional managers' meetings that afford the Senior Advisor an opportunity to develop meaningful rapport with the individual manager.
 - C. Contact members who are in transition within five days of learning of this development and as frequently thereafter as the situation indicates to assure the awareness of continued OCCMA support.
 - D. Provide confidential counseling to members on personal and professional issues when encouraged to do so by the member.
 - E. Respond to a request for help from a member with phone call or visit, preferably within 48 hours of receiving a request.
 - F. Offer support in a private manner directly to members who may be experiencing problems with their elected officials, staff or community groups.
 - G. Attend meetings of the OCCMA Board of Directors, OCCMA business meetings and other OCCMA sponsored events, as time permits.
 - H. Refrain from direct or indirect public criticism of any member.
 - I. Provide, at least quarterly, a statement of expenses to the OCCMA Treasurer accompanied by a chronological report of activities to the OCCMA President and Board of Directors.
 - J. As appropriate, or requested, contribute information for use in the OCCMA Newsletter.
 - K. Encourage participation by members in OCCMA, ICMA, LOC and AOC activities.
 - L. Provide support for the Council-Manager Plan when requested.
 - M. Keep informed about current municipal affairs by reading PM, the LOC and ICMA newsletters and other publications.

OREGON CITY/COUNTY MANAGEMENT ASSOCIATION

POLICY ANNEX

17-12 Senior Advisor Program

Section 1. PURPOSE:

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

Section 2. APPOINTMENT OF SENIOR ADVISORS

A. Qualifications

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

B. Appointment Process

1. Creation of an open position of Senior Advisor by a decision of the OCCMA Board declaring a vacancy as a result of the resignation or removal from the state of an incumbent or a decision to increase the total number of Senior Advisor positions.
2. Notice of any vacancy shall be given in the OCCMA Newsletter or by a broadcast email to members. Members shall be given 30 days from the date of the notice to recommend candidates to apply or to recommend others to the OCCMA President. Potential candidates shall be requested to submit a letter of interest and a resume. The final selection process shall be determined by the Board.
3. Initial appointments shall be made jointly by the President of OCCMA, with Board concurrence, and the Executive Director of the ICMA.
4. Reappointments do not require declaration of a vacancy and may be made by the President. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment.

C. Terms of Appointment

1. The term of an initial appointment shall be one year.

2. A review is then conducted to assess whether expectations for the Senior Advisor and for the sponsors are being met. Senior Advisors must continue to meet the program's qualifications in order to be considered for reappointment. Reappointment can be made for up to two years with a review conducted at least every two years.
3. Before conducting a review the membership shall be notified and given at least 30 days to provide comments to the President.
4. Any one of the three parties may end the appointment upon written notification to the others.



OCCMA Board Meeting Schedule - 2018

Date TBD

OCCMA Board of Directors Meeting
Location TBD

May 4

OCCMA Board of Directors Meeting
Skamania Lodge, Stevenson

July 13

OCCMA Board of Directors Meeting
Mt. Bachelor Village Resort, Bend

September 27

OCCMA Annual Business Meeting and Fall Workshop
Hilton, Eugene

November 8-9

OCCMA Board of Directors Retreat
Oregon Garden Resort, Silverton