



Training-To-Go Request Form

LOC offers its members trainings led by LOC staff at a price much less than you would find elsewhere. LOC offers three different types of training with different pricing. Please read and select from the details below to indicate which training(s) best fits your city's needs.

Email the below completed form to Heather Larson at hlarson@orcities.org. If you have any questions, contact the LOC at (503) 588-6550.

Requestor's Contact Information:

Name: _____ Title: _____
Organization: _____ Phone: _____
Email: _____

Elected Essentials / Municipal Fundamental Trainings

The LOC's Elected Essentials and Municipal Fundamentals training programs provide comprehensive training for newly elected officials, experienced elected leaders, and city staff on the fundamentals of municipal governance in Oregon. These programs include foundational training topics geared towards the unique needs of Oregon cities.

Fee: \$150/hour of actual training provided, plus travel expenses.

Scheduling: Minimum 4-week notice required, availability is dependent on the trainers' availability. *Note these trainings are *not* provided in the months of October, November, December of even numbered years or in January or February of odd numbered years.

Training Option: In person Virtual option (please designate preference)

Please select which Elected Essentials/Municipal Training courses you are interested in from the list below:

High Functioning City Councils – Attendees will learn the attributes of a highly functioning city council, including both council and mayor roles, their responsibilities, and scope of authority of various city officials, the difference between a group and a team, and important communication skills. (60 min)

Ethics – Attendees will learn about the requirements of Oregon’s Ethics laws and how they are applicable to the work they do for their city. Specific subject matters covered include prohibited use of office, conflicts of interest, gifts, nepotism, outside employment and statements of economic interest. (90 min)

Public Records – Attendees will learn what is considered (and not considered) a public record, gain an understanding of applicable retention schedules, and develop an appreciation for the requirements related to the inspection and disclosure of public records, including to legal challenges related to the denial of access to public records. (30 min)

Public Meetings - *Oregon Government Ethics Commission Certified* Attendees will learn what constitutes a meeting for purposes of Oregon’s Public Meeting Law, the legal requirements associated with public meetings, serial meetings, executive sessions, and free speech implications of public participation during meetings. (2 hours)

Land Use 101 – Learn the basics of Oregon’s land use laws and the essentials of what city officials need to know. Discover the history of Oregon’s land use planning system, procedures for land use hearings and more. (60min)

Lobbying 101 – Attendees will learn the importance of building relationships with their legislators, how to develop a message for making a successful capital construction request, and the process in how to navigate these steps. (60 min)

Public Contracting – Provides attendees with a broad overview of practical tools for Oregon public contracting law, including an: overview of Oregon’s public contracting/purchasing laws, and an overview of Oregon’s administrative rules. (1-4 hours)

Home Rule 11 – Attendees will learn the historical backdrop of Oregon’s Home Rule- the source of local governance powers- and the impact Home Rule has on city charters and overall city government functions. Also covered are how state preemption affects the strength of Home Rule authority and how LOC works to protect Home Rule. (30 min)

Other – (please be specific about the content requested):

CITY-SPECIFIC TRAINING

The LOC’s city-specific training are any training that requires LOC staff **additional** time to tailor the training to your city’s specific needs. This type of training involves the trainer reviewing specific city governing documents and policies and ensures that the training being provided not only covers state laws but is also applicable to local laws and policies.

Fee: \$150/hour (Includes time spent preparing and delivering the training), plus travel expenses.

Scheduling: Minimum 6-week notice required, availability is dependent on the trainers’ availability.

Please select the training courses you are interested in from the list below:

Council Rules & Procedures

Local Contracting Rules

Committees / Commissions Training – Attendees will learn the scope of authority for their city’s committees / commissions.

Other – (Please be specific about the content requested)

FACILITATION/MEDIATION/STRATEGIC PLANNING

The LOC's facilitation, mediation, and strategic planning services offer structured and procedural guidance to help groups function more effectively to achieve desired outcomes or assistance in helping your organization set goals and priorities and a pathway to achieve those goals.

Fee: \$7,500 plus travel expenses for a full-day training course and \$4,000 plus travel expenses for a half-day training.

Scheduling: Minimum 10-week notice required, availability is dependent on the trainers' availability.

Please select the training courses you are interested in from the list below:

Facilitation

Mediation

Strategic Planning

Other (Specify): _____



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FOLLOW UP QUESTIONS & FACILITY-SET UP

Preferred Dates and Times:

*Must provide preferred day(s) of week and multiple dates at least 4 to 10 weeks out from the requested date(s).

1. _____
2. _____
3. _____
4. _____

Describe what you are looking for in the training and why:

Venue Address: _____

Estimated number of Attendees: _____

What Audio/Visual Technology is available:

- Wi-Fi
- Computer
- HDMI cord
- Monitor/TV Display
- Projector
- Speaker
- Microphone
- Other

Indicate what snacks, beverages or meals will be provided by the city (if any):
