



*Dedicated to Excellence in Municipal Financial Management*

**Thursday, July 28, 2016  
Board of Directors Teleconference Meeting**

**2:00 p.m. - 4:00 p.m.**

**Dial-in Number: (800) 250-2600  
Passcode: 197 9056**

*\*For those participating by telephone, please mute your line when not speaking.*

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- 1) Introduction
    - a) Welcome/Roll Call
    - b) Additions to Agenda
  - 2) Consent Items 2:05 p.m.
    - a) Approval of minutes from June 23, 2016
    - b) Financials as of June 2016
  - 3) Discussion/Action Items 2:10 p.m.
    - a) Conference Site Selection 2019 & 2020
    - b) Weekend Training Handbook Revisions

Joan Michaels Aguilar  
Ernie Reyna
  - 4) Officer Reports
    - a) President 2:55 p.m. John Adams
    - b) Past President 3:05p.m. Jesse Takahashi
    - c) President-Elect 3:15 p.m. Drew Corbett

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|---|-----------|-----------------------|
| 5) Committee Reports  | 3:25 p.m. |                       |
| a) Administration   |           | Ernie Reyna           |
| b) Career Development   |           | Scott Catlett         |
| c) Conference Site Selection  |           | Joan Michaels Aguilar |
| d) Membership Benefits  |           | Steve Heide           |
| e) Professional Standards & Recognition   |           | Craig Boyer           |
| f) Program  |           | Viki Copeland         |
| g) Technology   |           | Damien Charlety       |
| 6) League Policy Committee  | 3:40 p.m. |                       |
| a) Administrative Services  |           | Stuart Schillinger    |
| b) Community Services   |           | Tracey Hause          |
| c) Employee Relations   |           | Brad Wilkie           |
| d) Environmental Quality  |           | Kathryn Downs         |
| e) Housing, Community & Economic Development                                      |           | Don Harrison          |
| f) Public Safety  |           | Cass Cook             |
| g) Revenue & Taxation   |           | Bob Biery             |
| h) Transportation, Communications & Public Works                                  |           | Robin Borre           |
| 7) Chapter Roundtable   | 3:50 p.m. |                       |
| 8) Other Items  |           |                       |
| 9) Future Topics  |           |                       |
| 10) Next Meeting – Thursday, August 25, 2:00 p.m. – 4:00 p.m., via teleconference |           |                       |
| 11) Adjournment   | 4:00 p.m. |                       |

# California Society of Municipal Finance Officers

## Board of Directors Meeting Minutes

June 23, 2016

### In Attendance

John Adams  
Jesse Takahashi  
Drew Corbett  
Chu Thai  
Brent Mason  
Barbara Boswell  
Karan Reid  
Craig Boyer  
Gina Tharani  
Scott Catlett  
Pamela Arends-King  
Stephen Parker  
Robin Bertagna

Margaret Moggia  
Christy Pinuelas  
Joan Michaels Aguilar  
Melinda Brodsky  
Dave Glasser  
Tracey Hause  
Steve Heide  
Damien Charley  
Melissa Dixon  
Carmen Berry  
Janet Salvetti

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met via teleconference on June 23, 2016. President John Adams convened the meeting and confirmed a quorum was in attendance at 2:02 p.m.

The Board addressed the consent calendar, which included minutes from the April 28 Board of Directors meeting and financial reports from May 2016. Director Chu Thai moved to approve the consent calendar; Past President Jesse Takahashi seconded. The motion passed unanimously.

President John Adams and Conference Coordinator Janet Salvetti provided the Board with a final report on the 2016 Annual Conference, noting that after merchant fees are deducted from the net income the conference will have made approximately \$10,000, which is \$50,000 better than budget. The Committee had budgeted for 950 attendees, and the actual number was just over 1300.

President-Elect Drew Corbett introduced a revision to the CSMFO Annual Conference Scholarship Policy that would detail the nights for which a hotel stay is covered and that scholarship recipients will be placed in an overflow hotel. Director Brent Mason moved to approve the revisions as presented; Director Karan Reid seconded. The motion passed unanimously.

Professional Standards & Recognition Committee Chair Craig Boyer presented to the Board a revised application for the Budget Award Program as well as revisions to the Budget Reviewer's Guide and suggested revisions to the scoring methodology to make CSMFO's program similar to GFOA's. President-Elect Corbett moved to approve the committee recommendation as presented. Director Reid seconded and the motion passed unanimously.

Professional Standards & Recognition Committee Chair Boyer also presented to the Board a new software program that his committee would like to utilize for processing award submissions. After much research and input from SMA's CIO Justin Lewis and CSMFO's Technology Committee, the Committee is requesting the Board approve moving forward with Award Force, which has a first-year implementation fee of \$5,650. Director Barbara Boswell moved to approve the Committee's recommendation, and Director Thai seconded. The motion passed unanimously.

Career Development Committee Chair Scott Catlett shared with the Board that the Committee is hoping to implement a Revenue Fundamentals II core course, beginning in 2017. This is a follow-up to the Revenue Fundamentals I core course that was first introduced as a pre-conference session for the 2016 Annual Conference, though it is not necessary to take I before II. President-Elect Corbett moved to approve the Committee's recommendation, including pricing for the course. Director Mason seconded and the motion passed unanimously.

Career Development Committee Chair Catlett reviewed with the Board the proposed contract for the 2016 Weekend Training program, which will be held at the Marriott in Walnut Creek over the first weekend in November. Director Mason moved to approve the hotel contract, and Director Thai seconded. The motion passed unanimously.

Administration Committee Vice Chair Stephen Parker presented to the Board a revised version of the Administrative Policy Handbook. Most of the changes were nominal, but the main changes were to allow Commercial members to serve on committees and to update the document to replace references to the MiniNews with the Magazine. Director Reid moved to approve the revision as presented; Director Boswell seconded. The motion passed unanimously.

GFOA Northern California Liaison Damien Charley introduced to the Board proposed changes to the presentation criteria and the overall structure for GFOA liaisons, including that the liaisons are now under the purview of the Professional Standards & Recognition Committee. Director Reid moved to approve the changes as recommended; Director Thai seconded. The motion passed unanimously.

Executive Director Melissa Dixon reviewed with the Board the proposed changes to the Chapter Handbook, which now allows that Chairs and Vice Chairs can attend their own meetings free of charge, and each chapter has a \$500 contribution from CSMFO annually. Past President Takahashi moved to approve the changes as presented. Director Thai seconded and the motion passed unanimously.

President John Adams informed the Board that the CSMFO reception at the GFOA annual conference was a success, with well over 100 people in attendance. He would be working with conjunction with the Membership Committee to conduct a soft recruitment campaign for those reception attendees that are not yet members of CSMFO.

Past President Takahashi informed the Board that he held a Chapter Chair call in June with roughly 10 chapters represented. The Membership Committee developed a standing agenda for these calls, and Takahashi reviewed with the Chairs the proposed revisions to the Chapter Handbook. The next meeting will be held on August 9.

President-Elect Drew Corbett provided an update on the progress to date on planning the 2017 Annual Conference, noting that the opening and Thursday keynote speakers have been chosen, and President's Dinner and Thursday night event planning was well underway.

Administration Committee Vice Chair Parker informed the Board that the Committee is working on a template for CAFR presentations.

Career Development Committee Chair Catlett provided the Board an update on the Coaching Program and the webinars scheduled for 2016, noting that the professional development program was on track for the year.

Conference Site Selection Committee Chair Joan Michaels Aguilar discussed with the Board the difficulties the Committee had experienced in finding a Northern California location for 2019. Several locations, such as Santa Clara and Oakland, are unable or unwilling to provide a proposal during the week; others provided a proposal, but the room rates were in the low \$300s. Monterey provided a proposal, but there was concern that it would be too small. The group gauged the Board as to whether looking at Southern California for 2019 would be acceptable. The Board was generally favorable of this idea, if it was in the best interest of CSMFO, but requested the Committee conduct a survey of CSMFO members to get broader input.

Independent auditor Ingrid Sheipline from Richardson & Co. CPAs joined the call to review with the Board the 2015 audited financial statements, noting CSMFO had received a clean opinion and that the financials were fairly presented in accordance with GAAP. The Board received and filed the audit.

League Administrative Services Policy Committee representative Tracey Hause provided a written report on the activities of her committee, including information on AB 109 and AB 2444.

Executive Director Dixon shared with the Board a request for funding assistance from the Monterey Bay chapter, which exceeded the new \$500-per-chapter policy. President-Elect Corbett moved to approve the amounts as requested. Director Reid seconded and the motion passed unanimously.

The next meeting will be held via teleconference on Thursday, July 28, 2016 from 2:00 p.m. to 4:00 p.m.

President Adams adjourned the meeting at 4:05 p.m.

Respectfully submitted,

Melissa Dixon  
Executive Director

# California Society of Municipal Finance Officers

## Statement of Net Assets

As of June 30, 2016

	<u>Jun 30, 16</u>	<u>Jun 30, 15</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1005 · Bank of America</b>				
<b>1050 · Chapter Fund Balances</b>				
<b>1050.03 · North Coast</b>	25.00	25.00	0.00	0.0%
<b>1050.04 · Sacramento Valley</b>	1,159.62	290.08	869.54	299.76%
<b>1050.06 · Central Valley</b>	15.00	0.00	15.00	100.0%
<b>1050.08 · Monterey Bay</b>	3,074.47	4,596.79	(1,522.32)	(33.12%)
<b>1050.11 · Channel Counties</b>	1,601.64	3,696.20	(2,094.56)	(56.67%)
<b>1050.12 · San Gabriel Valley</b>	(231.35)	177.94	(409.29)	(230.02%)
<b>1050.13 · Central Los Angeles</b>	1,265.07	570.72	694.35	121.66%
<b>1050.14 · South Bay (LA)</b>	3,047.51	465.48	2,582.03	554.7%
<b>1050.16 · Orange County</b>	6,516.90	3,593.60	2,923.30	81.35%
<b>1050.17 · Inland Empire</b>	1,506.14	(108.54)	1,614.68	1,487.64%
<b>1050.19 · San Diego County</b>	3,153.39	1,679.76	1,473.63	87.73%
<b>Total 1050 · Chapter Fund Balances</b>	<u>21,133.39</u>	<u>14,987.03</u>	<u>6,146.36</u>	<u>41.01%</u>
<b>1005 · Bank of America - Other</b>	<u>67,980.02</u>	<u>363,560.19</u>	<u>(295,580.17)</u>	<u>(81.3%)</u>
<b>Total 1005 · Bank of America</b>	<u>89,113.41</u>	<u>378,547.22</u>	<u>(289,433.81)</u>	<u>(76.46%)</u>
<b>1040 · Investments LAIF</b>	<u>880,736.84</u>	<u>578,333.24</u>	<u>302,403.60</u>	<u>52.29%</u>
<b>Total Checking/Savings</b>	<u>969,850.25</u>	<u>956,880.46</u>	<u>12,969.79</u>	<u>1.36%</u>
<b>Accounts Receivable</b>				
<b>1100 · Accounts receivable</b>	<u>5,291.50</u>	<u>3,755.00</u>	<u>1,536.50</u>	<u>40.92%</u>
<b>Total Accounts Receivable</b>	<u>5,291.50</u>	<u>3,755.00</u>	<u>1,536.50</u>	<u>40.92%</u>
<b>Other Current Assets</b>				
<b>A/R - CSMFO Database</b>	2,485.00	0.00	2,485.00	100.0%
<b>1105 · Prepaid Taxes</b>	615.00	0.00	615.00	100.0%
<b>1250 · Prepaid Expense - General</b>				
<b>1252 · Prepaid Admin Fees</b>	11,605.50	10,111.13	1,494.37	14.78%
<b>1250 · Prepaid Expense - General - Other</b>	<u>300.00</u>	<u>0.00</u>	<u>300.00</u>	<u>100.0%</u>
<b>Total 1250 · Prepaid Expense - General</b>	<u>11,905.50</u>	<u>10,111.13</u>	<u>1,794.37</u>	<u>17.75%</u>
<b>1260 · Prepaid Expense Conference</b>				
<b>1261 · Guest Speakers</b>	4,875.00	0.00	4,875.00	100.0%
<b>1262 · Facilities Deposits</b>	5,500.00	1,000.00	4,500.00	450.0%
<b>1264 · Conference Services</b>	1,406.55	406.55	1,000.00	245.97%
<b>1260 · Prepaid Expense Conference - Other</b>	<u>566.30</u>	<u>0.00</u>	<u>566.30</u>	<u>100.0%</u>
<b>Total 1260 · Prepaid Expense Conference</b>	<u>12,347.85</u>	<u>1,406.55</u>	<u>10,941.30</u>	<u>777.88%</u>
<b>Total Other Current Assets</b>	<u>27,353.35</u>	<u>11,517.68</u>	<u>15,835.67</u>	<u>137.49%</u>
<b>Total Current Assets</b>	<u>1,002,495.10</u>	<u>972,153.14</u>	<u>30,341.96</u>	<u>3.12%</u>

# California Society of Municipal Finance Officers

## Statement of Net Assets

As of June 30, 2016

	<b>Jun 30, 16</b>	<b>Jun 30, 15</b>	<b>\$ Change</b>	<b>% Change</b>
<b>TOTAL ASSETS</b>	<b><u>1,002,495.10</u></b>	<b><u>972,153.14</u></b>	<b><u>30,341.96</u></b>	<b><u>3.12%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 • Accounts payable	9,971.23	24,515.78	(14,544.55)	(59.33%)
<b>Total Accounts Payable</b>	<u>9,971.23</u>	<u>24,515.78</u>	<u>(14,544.55)</u>	<u>(59.33%)</u>
<b>Other Current Liabilities</b>				
2003 • A/P-Other	16,972.50	0.00	16,972.50	100.0%
2005 • Distinguished Service Awards	500.00	1,000.00	(500.00)	(50.0%)
<b>Total Other Current Liabilities</b>	<u>17,472.50</u>	<u>1,000.00</u>	<u>16,472.50</u>	<u>1,647.25%</u>
<b>Total Current Liabilities</b>	<u>27,443.73</u>	<u>25,515.78</u>	<u>1,927.95</u>	<u>7.56%</u>
<b>Total Liabilities</b>	<u>27,443.73</u>	<u>25,515.78</u>	<u>1,927.95</u>	<u>7.56%</u>
<b>Equity</b>				
3100 • Net Assets-Chapters	21,133.39	14,512.00	6,621.39	45.63%
3020 • Retained earnings	786,842.30	682,093.74	104,748.56	15.36%
<b>Net Income</b>	<u>167,075.68</u>	<u>250,031.62</u>	<u>(82,955.94)</u>	<u>(33.18%)</u>
<b>Total Equity</b>	<u>975,051.37</u>	<u>946,637.36</u>	<u>28,414.01</u>	<u>3.0%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,002,495.10</u></b>	<b><u>972,153.14</u></b>	<b><u>30,341.96</u></b>	<b><u>3.12%</u></b>

# California Society of Municipal Finance Officers

## Statement of Activities

May 2016

	Jun 16	Jan - Jun 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan - Jun 16	Jan - Jun 15	\$ Change	% Change
<b>OPERATING REVENUES</b>										
4100 • Membership Dues	1,725.00	214,505.00	215,225.00	(720.00)	99.67%	215,225.00	214,505.00	205,820.00	8,685.00	4.22%
4200 • Interest Income	0.00	1,528.80	999.98	528.82	152.88%	2,000.00	1,528.80	726.14	802.66	110.54%
4302 • Website Magazine Ads	7,900.00	78,856.00	60,475.00	18,381.00	130.39%	120,955.00	78,856.00	53,545.00	25,311.00	47.27%
4306 • Website Ads	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	750.00	(750.00)	-100.00%
4490 • Budget/CAFR Fees	0.00	350.00	8,049.98	(7,699.98)	4.35%	16,100.00	350.00	200.00	150.00	75.00%
<b>TOTAL OPERATING REVENUES</b>	9,625.00	295,239.80	284,749.96	10,489.84	103.68%	354,280.00	295,239.80	261,041.14	34,198.66	13.10%
<b>OPERATING EXPENSES</b>										
6255 • GFOA Reception	5,452.59	5,452.59	5,000.00	452.59	109.05%	5,000.00	5,452.59	5,000.00	452.59	0.00%
6106 • Storage Expense	29.03	227.18	0.00	227.18	100.0%	0.00	227.18	181.62	45.56	25.09%
6110 • President's Expense	2,572.21	3,299.91	3,000.00	299.91	110.0%	6,000.00	3,299.91	2,124.72	1,175.19	55.31%
6115 • Board of Directors	0.00	2,174.45	2,300.02	(125.57)	94.54%	4,600.00	2,174.45	1,616.31	558.14	34.53%
6120 • Committee/Chapter Support	0.00	0.00	2,499.98	(2,499.98)	0.0%	5,000.00	0.00	2,299.80	(2,299.80)	-100.00%
6125 • Board Planning Session-Retreat	0.00	0.00	0.00	0.00	0.0%	33,200.00	0.00	360.00	(360.00)	0.00%
6140 • Management Services	11,605.50	94,021.86	121,532.02	(27,510.16)	77.36%	243,064.00	94,021.86	76,552.03	17,469.83	22.82%
6150 • Office Supplies	0.00	192.21	324.98	(132.77)	59.15%	650.00	192.21	8.67	183.54	2116.96%
6155 • Merchant Fees/Bank Chgs.	948.85	18,002.30	12,500.02	5,502.28	144.02%	25,000.00	18,002.30	16,553.58	1,448.72	8.75%
6160 • Awards	0.00	143.15	249.98	(106.83)	57.27%	500.00	143.15	351.71	(208.56)	-59.30%
6165 • Printing	10.00	13,011.04	6,500.02	6,511.02	200.17%	13,000.00	13,011.04	12,028.78	982.26	8.17%
6170 • Newsletter	2,761.00	9,393.31	0.00	9,393.31	100.0%	0.00	9,393.31	0.00	9,393.31	0.00%
6175 • Postage	17.54	1,119.21	999.98	119.23	111.92%	2,000.00	1,119.21	1,295.42	(176.21)	-13.60%
6185 • Telephone/Bridge Calls	321.27	1,981.98	2,000.02	(18.04)	99.1%	4,000.00	1,981.98	1,506.19	475.79	31.59%
6190 • Web and Technology	4,626.00	12,929.00	9,500.02	3,428.98	136.09%	19,000.00	12,929.00	8,335.87	4,593.13	55.10%
6200 • Travel/Staff Expenses	0.00	0.00	500.02	(500.02)	0.0%	1,000.00	0.00	642.87	(642.87)	-100.00%
6220 • Audit & Tax Filing	7,950.00	7,950.00	9,500.00	(1,550.00)	83.68%	9,500.00	7,950.00	7,820.00	130.00	0.00%
6230 • Insurance	0.00	1,690.00	2,000.00	(310.00)	84.5%	2,000.00	1,690.00	1,660.00	30.00	1.81%
6246 • Prior Year Taxes	0.00	252.00	0.00	252.00	100.0%	0.00	252.00	0.00	252.00	100.00%
6240 • Taxes	6,489.00	13,320.00	10,000.00	3,320.00	133.2%	20,000.00	13,320.00	14,391.00	(1,071.00)	0.00%
6260 • Donations	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00%
6999 • Previous Year Adjustments	0.00	424.85	0.00	424.85	100.0%	0.00	424.85	835.00	(410.15)	0.00%
<b>TOTAL OPERATING EXPENSES</b>	42,782.99	185,585.04	188,407.06	(2,822.02)	98.5%	393,514.00	185,585.04	153,563.57	32,021.47	20.85%
<b>NET OPERATIONG REVENUE</b>	(33,157.99)	109,654.76	96,342.90	13,311.86	113.82%	(39,234.00)	109,654.76	107,477.57	2,177.19	2.03%



# California Society of Municipal Finance Officers

## Statement of Activities

May 2016

	Jun 16	Jan - Jun 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan - Jun 16	Jan - Jun 15	\$ Change	% Change
<b>PROGRAM REVENUES</b>										
4503 • Contributions and Donations	0.00	0.00	15,000.00	(15,000.00)	0.0%	15,000.00	0.00	327.15	(327.15)	-100.00%
4505 • Webinar	325.00	775.00	1,500.00	(725.00)	51.67%	3,000.00	775.00	1,175.00	(400.00)	-34.04%
4520 • Weekend Training	0.00	0.00	20,000.00	(20,000.00)	0.0%	20,000.00	0.00	-	0.00	0.00%
4570 • Intro to Government	755.00	12,455.00	9,900.00	2,555.00	125.81%	19,800.00	12,455.00	12,150.00	305.00	2.51%
4580 • Presentation/Fiscal Policy	450.00	8,925.00	7,800.00	1,125.00	114.42%	15,600.00	8,925.00	7,225.00	1,700.00	23.53%
4590 • Intermediate Government Acct	2,700.00	27,525.00	19,800.00	7,725.00	139.02%	39,600.00	27,525.00	41,400.00	(13,875.00)	-33.51%
4594 • CMTA/CSMFO Course	0.00	3,640.00	1,237.50	2,402.50	294.14%	2,475.00	3,640.00	1,312.50	2,327.50	177.33%
4910 • Application Fees for Awards	0.00	300.00	0.00	300.00	100.0%	0.00	300.00	-	300.00	0.00%
<b>TOTAL PROGRAM REVENUES</b>	4,230.00	53,620.00	75,237.50	(21,617.50)	71.27%	115,475.00	53,620.00	63,589.65	(9,969.65)	-15.68%
<b>PROGRAM EXPENSES</b>										
6494 • Webinar Expenses	0.00	0.00	1,250.02	(1,250.02)	0.0%	2,500.00	0.00	500.00	(500.00)	-100.00%
6594 • CMTA/CSMFO Course Exp	0.00	1,300.34	1,212.50	87.84	107.25%	2,425.00	1,300.34	346.29	954.05	275.51%
6420 • Weekend Trainings	0.00	0.00	25,000.00	(25,000.00)	0.0%	25,000.00	0.00	-	0.00	0.00%
6430 • Intro to Government	1,212.17	2,269.79	9,600.00	(7,330.21)	23.64%	19,200.00	2,269.79	1,880.53	389.26	20.70%
6450 • Presentation/Fiscal Policy	1,993.33	8,422.04	7,820.00	602.04	107.7%	15,640.00	8,422.04	10,908.17	(2,486.13)	-22.79%
6470 • Coaching Program Consultant	0.00	0.00					0.00	-	0.00	0.00%
6480 • Intermediate Governmental Acct.	3,831.77	23,097.97	16,680.00	6,768.17	140.58%	33,360.00	23,448.17	23,097.97	350.20	1.52%
<b>TOTAL PROGRAM EXPENSES</b>	7,037.27	35,440.34	61,562.52	(26,122.18)	57.57%	98,125.00	35,440.34	36,732.96	(1,292.62)	-3.52%
<b>NET PROGRAM REVENUE</b>	(2,807.27)	18,179.66	13,674.98	4,504.68	132.94%	17,350.00	18,179.66	26,856.69	(8,677.03)	-32.31%
<b>OTHER EXPENSES</b>										
6970 • Branding & Style Guide	0.00	6,600.00	12,500.00	(5,900.00)	52.8%	12,500.00	6,600.00	0.00	6,600.00	0.00%
<b>TOTAL OTHER EXPENSES</b>	0.00	6,600.00	12,500.00	(5,900.00)	52.8%	12,500.00	6,600.00	0.00	6,600.00	0.00%
<b>CHAPTER REVENUE</b>	4,385.00	44,947.00	24,999.98	19,947.02	179.79%	50,000.00	44,947.00	39,100.74	5,846.26	14.95%
<b>CHAPTER EXPENSES</b>	6,173.42	27,529.10	24,999.98	2,529.12	110.12%	50,000.00	27,529.10	29,484.40	(1,955.30)	-6.63%
<b>NET CHAPTER REVENUE</b>	(1,788.42)	17,417.90	0.00	17,417.90	0.0%	0.00	17,417.90	9,616.34	7,801.56	81.13%
<b>TOTAL CONFERENCE REVENUE</b>	0.00	864,535.00	701,200.00	163,335.00	123.29%	701,200.00	864,535.00	666,100.00	198,435.00	29.79%
<b>TOTAL CONFERENCE EXPENSES</b>	369.96	836,111.64	738,813.00	97,298.64	113.17%	738,813.00	836,111.64	560,018.98	276,092.66	49.30%
<b>NET CONFERENCE REVENUE</b>	(369.96)	28,423.36	(37,613.00)	66,036.36	140.96%	(37,613.00)	28,423.36	106,081.02	(77,657.66)	-73.21%
<b>TOTAL NET REVENUE</b>	(38,123.64)	167,075.68	59,904.88	107,170.80	278.9%	(71,997.00)	167,075.68	250,031.62	(82,955.94)	-33.18%

# California Society of Municipal Finance Officers

## Profit & Loss

January through June 2016

	Central Los Angeles	Central Valley	Channel Counties	Desert Mountain	East Bay	Inland Empire	Monterey Bay	North Coast	Orange County	Sacramento Valley	San Diego	San Gabriel Valley	TOTAL
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>4000 · OPERATING REVENUES</b>													
<b>4501 · Chapter Income</b>													
4501.03 · North Coast	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,020.00	0.00	0.00	0.00	0.00	1,020.00
4501.04 · Sacramento Valley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	0.00	0.00	1,600.00
4501.05 · East Bay (SF)	0.00	0.00	0.00	0.00	4,693.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,693.00
4501.06 · Central Valley	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
4501.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.00	0.00	3,635.00	0.00	0.00	0.00	0.00	0.00	3,635.00
4501.11 · Channel Counties	0.00	0.00	4,325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,325.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,350.00	3,350.00
4501.13 · Central Los Angeles	2,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,150.00
4501.15 · Desert Mountain	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
4501.16 · Orange County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,870.00	0.00	0.00	0.00	4,870.00
4501.17 · Inland Empire	0.00	0.00	0.00	0.00	0.00	16,344.00	0.00	0.00	0.00	0.00	0.00	0.00	16,344.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
<b>Total 4501 · Chapter Income</b>	<b>2,150.00</b>	<b>400.00</b>	<b>4,325.00</b>	<b>60.00</b>	<b>4,693.00</b>	<b>16,344.00</b>	<b>3,635.00</b>	<b>1,020.00</b>	<b>4,870.00</b>	<b>1,600.00</b>	<b>2,500.00</b>	<b>3,350.00</b>	<b>44,947.00</b>
<b>6400 · PROGRAM EXPENSES</b>													
<b>6401 · Chapter Expenses</b>													
6401.03 · North Coast	0.00	0.00	0.00	0.00	0.00	0.00	0.00	775.00	0.00	0.00	0.00	0.00	775.00
6401.04 · Sacramento Valley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.56	0.00	0.00	1,200.56
6401.05 · East Bay (SF)	0.00	0.00	0.00	0.00	1,689.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,689.85
6401.06 · Central Valley	0.00	273.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	273.17
6401.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.00	0.00	2,130.12	0.00	0.00	0.00	0.00	0.00	2,130.12
6401.11 · Channel Counties	0.00	0.00	2,325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,325.00
6401.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,939.07	2,939.07
6401.13 · Central Los Angeles	1,712.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	736.63	2,449.06
6401.16 · Orange County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,570.04	0.00	0.00	0.00	4,570.04
6401.17 · Inland Empire	0.00	0.00	0.00	0.00	0.00	7,773.16	0.00	0.00	0.00	0.00	0.00	0.00	7,773.16
6401.19 · San Diego County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,404.07	0.00	1,404.07
6401.20 · Imperial County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 6400 · Chapter Expenses</b>	<b>1,712.43</b>	<b>273.17</b>	<b>2,325.00</b>	<b>0.00</b>	<b>1,689.85</b>	<b>7,773.16</b>	<b>2,130.12</b>	<b>775.00</b>	<b>4,570.04</b>	<b>1,200.56</b>	<b>1,404.07</b>	<b>3,675.70</b>	<b>27,529.10</b>
<b>Net Income</b>	<b>437.57</b>	<b>126.83</b>	<b>2,000.00</b>	<b>60.00</b>	<b>3,003.15</b>	<b>8,570.84</b>	<b>1,504.88</b>	<b>245.00</b>	<b>299.96</b>	<b>249.44</b>	<b>1,095.93</b>	<b>(325.70)</b>	<b>17,417.90</b>



Statement of Activities  
Budget Variance Report  
For The Month Ended June 30, 2016

Management Discussion and Analysis

Management & General Fund Comments:

Chapter cash balances were adjusted at 2015 year-end to reflect net chapter receipts and expenses during the year. These balances at 12/31/15 are shown on the Statement of Net Assets.  
Merchant/Bank Fees (Acct 6155) - The budget is allocated equally each month, but the bulk of the credit card processing for CSMFO happens in January and February.

Program Services Fund Comments:

Significant YTD Variances on Expenses:

*Unless noted below, YTD budget amounts = 1/12th of the annual budget amount multiplied by the number of months reported:*

- <sup>1</sup> Annual Conference - YTD budget amount = 100% as of March 1 because event is held in March.
- <sup>2</sup> Board Planning Session - YTD budget amount = 100% as of September because the event is held in September.
- <sup>4</sup> Budget/CAFR fees - YTD budget amount = 0% through July 31; 33% as of August 31; 67% as of September 30; and 100% as of October 31
- <sup>5</sup> Membership dues - YTD budget amount = 100% as of January 31 because they are considered earned
- <sup>6</sup> Weekend training - YTD budget amount = 0% through September 30; 50% as of October 31; then 100% as of November 30
- <sup>7</sup> Audit - YTD budget amount = 100% as of May 31 because audit is completed in April and billed in May
- <sup>8</sup> Topical training (WebEx) - YTD budget amount = 25% through March 31; 50% through June 30; 75% through September 30; then 100% as of October 31



## **CSMFO BOARD REPORT**

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DATE: July 28, 2016

FROM: Joan Michaels Aguilar, Chairperson  
Conference Site Selection Committee

SUBJECT: **2019 & 2020 ANNUAL CONFERENCE SITE SELECTION  
RECOMMENDATION**

### **BACKGROUND**

The CSMFO Annual Conference rotates every other year between Southern and Northern California cities. The Board has approved sites through 2018, with the 2017 Conference being held in Sacramento, CA and the 2018 Conference in Riverside, CA. The CSMFO Conference Site Selection Committee initially considered the following venues for the 2019 Annual Conference: Monterey, San Jose, San Francisco, Oakland, and Sacramento.

### **DISCUSSION**

Teri Anticevich from Meeting & Association Management Services, Inc. (M&AMS) sent out Requests for Proposals (RFPs) from the cities noted above under consideration for the 2019 Annual Conference with the rotation scheduled for Northern California. At the June Board meeting, preliminary information had been shared about the difficulties securing a location due to the high cost of hotel rooms, with some reaching over \$300 per night, and the inaccessibility of the venues during the week. The Board directed a survey to be distributed to the members on hotel pricing and venue location (Attachment 1). The initial section of the report will focus on venues responding to the RFP in Northern California.

#### **Considered Venues:**

Monterey – Both the Portola Plaza & Monterey Marriott responded to the RFP for 2019 with room rates above \$200 per night ranging from \$219 – 239. The 2015 conference in Monterey resulted in many members eating lunch in the foyer due to the high attendance. While Monterey currently is undergoing a renovation, we would remain under the same size constraints for our general sessions. The Committee unanimously felt this venue should be eliminated from consideration for 2019 due to size of our conference.

Oakland – Oakland Marriott City Center hosted a successful conference in 2013. The response to the RFP indicated that the dates were not compatible to our format of Wednesday to Friday. The only meeting space/price break on hotel rates offered would be changing the dates to over a weekend. A quick search of rates during the week in early 2017 showed room rates higher than \$300 per night. While Oakland is not an option for 2019, it is a venue that should be contacted for future Northern California conferences.

San Francisco – CSMFO held its annual conference here in 2009. The Marriott Marquis responded to the proposal with dates of Wednesday through Sunday (1/30/19 to 2/3/19), hotel room rates \$269 per night and valet parking at \$70 per day. Between the dates not fitting the CSMFO conference model and the hotel rates, the Committee eliminated this option. The Hilton Union Square did not have dates or space available in February or March.

Sacramento – CSMFO held its annual conference here most recently in 2003 and the 60<sup>th</sup> anniversary conference will take place in February 2017. The Hyatt Sacramento/Convention Center provided a quote at \$199 with a ten dollar rebate to help cover convention center costs. Overall, the Committee liked the idea of having the Sacramento option, relatively easy access to airport, and the hotel and convention center has been good to work with in preparation for the 2017 conference. The down-side to this option: the dates available would be Monday, February 4 – Thursday, February 7, 2019. Many agencies have Council meetings on Monday and Tuesday, and the Committee ultimately felt attendance could suffer due to work commitments.

Santa Clara – The Hyatt Regency quoted a hotel rate of \$299 per night. The dates would have worked Feb 10 – Feb 16, 2019, but with the low-cost rooms in Riverside (2018 conference site), this equated to nearly doubling the hotel rate. In addition, the host hotel would only allow up to 250 rooms in our block for peak night (our peak night at our host hotel for 2015 was 350; 470 in 2016). Several overflow hotels would be required. The Food & Beverage minimum amount quoted was also high. The Committee eliminated Santa Clara from consideration as a conference site location for 2019.

#### **Northern California Venue Challenge:**

At the June 23<sup>rd</sup> Board Meeting, a discussion took place regarding holding the annual CSMFO conference three consecutive years in Southern California (2018, 2019 and 2020). Additionally, some proposers submitted dates that are earlier than our conference model of February/March. A quick survey was developed and sent to the members to gauge their willingness to attend a conference in January or later in March, and whether attendance should be limited to continue having the conference at a desirable site such as Monterey. This last question's results were equally divided between Yes/No/I don't know.

The committee met by conference call on July 14<sup>th</sup> to discuss the 2019 conference survey, and were joined by Past President Jesse Takahashi. Initially, the consensus on the call had been to return to Sacramento in 2019, but a quick check of the calendar resulted in further deliberations. The focus turned to both Anaheim and Palm Springs as options for 2019.

Palm Springs – The only hotel responding to the RFP was the Renaissance, the location of our 2014 conference. In 2014, the service and food quality at the Renaissance was disappointing.

As a reminder to the Board, the Palm Springs Renaissance General Manager sent a letter offering assurances on quality control should CSMFO consider returning in 2018. Since this conference would be one year after the offer of a \$10,000 credit, the Committee recommends that the conference negotiations include requesting this credit for 2019. Palm Springs has been a successful conference site in the past.

Anaheim – The survey did receive an 85% highly likely/likely response rate when asked if members would attend a conference at the Disneyland Hotel January 8 – 12, 2019. The previous site selection committee had discussed the rotation of the conference location to be every four years, making 2020 the next targeted Anaheim conference. While it would be expected to have high attendance, two consecutive years at Anaheim did not receive support from a majority of the Committee.

**Site Visits:**

No site visits took place, as CSMFO conferences have been held in each location.

**Final evaluation:**

Based on review of the conference survey and past experience with the sites, the committee voted to recommend to the Board Palm Springs, CA for the site of the 2019 Annual Conference and Anaheim, CA for the site of the 2020 Annual Conference. While this eliminates a primary training opportunity for Northern California, the survey responses indicated they would attend in Southern California with a 75% affirmative response.

**RECOMMENDATION:**

The committee recommends that we finalize negotiations for both the 2019 and 2020 conference locations as follows:

2019 Annual Conference with the Palm Springs Convention Center and Renaissance Palm Springs. Key deal points:

- Dates: Tuesday, January 7 through Friday, January 12, 2019
- Room Rates: \$219 per night
- Request \$10,000 food credit offered as concession from 2014 conference

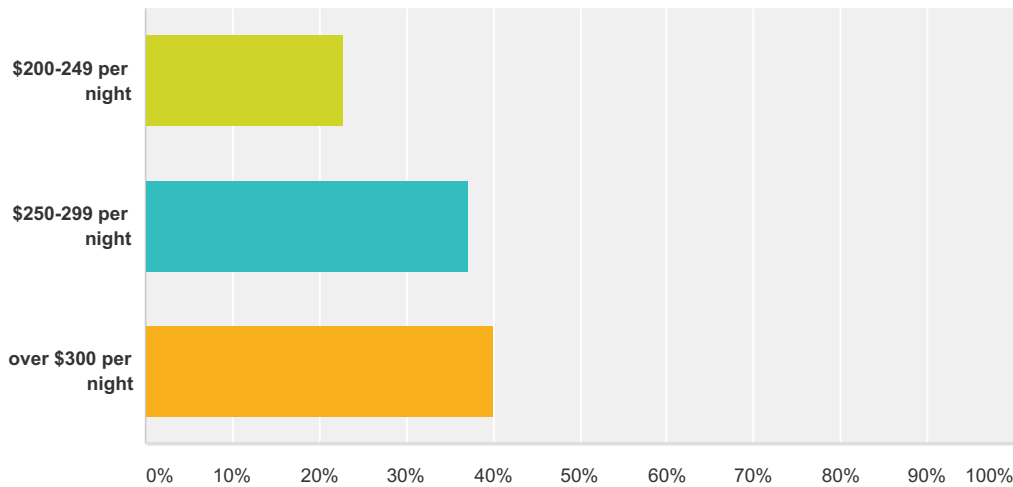
2020 Annual Conference with the Disneyland Hotel and Convention Center. Key deal points:

- Dates: Tuesday, January 28 through Friday, January 31, 2020
- Room Rates: \$234 per night
- Request availability for Grand California and Paradise Pier as potential overflow hotels so still within Disney complex.

Attachment – 2019 Conference Survey

**Q1 Hotel costs are increasing per night. Several Northern California locations have indicated room rate minimums of \$299 per night. At what price point would you NOT attend the conference?**

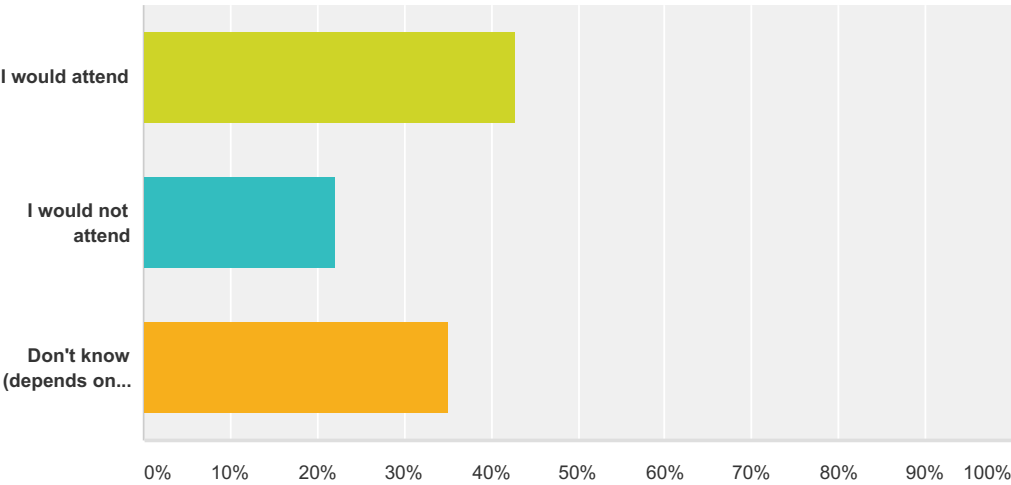
Answered: 285 Skipped: 11



Answer Choices	Responses	
\$200-249 per night	22.81%	65
\$250-299 per night	37.19%	106
over \$300 per night	40.00%	114
Total		285

**Q2 CSMFO has been following the Tuesday-Friday model with pre-conference, golf and board business on Tuesday and the conference Wednesday through Friday. If presented with the option to book a Saturday-Tuesday conference, with Saturday the pre-conference and Sunday-Tuesday the Conference:**

Answered: 294 Skipped: 2

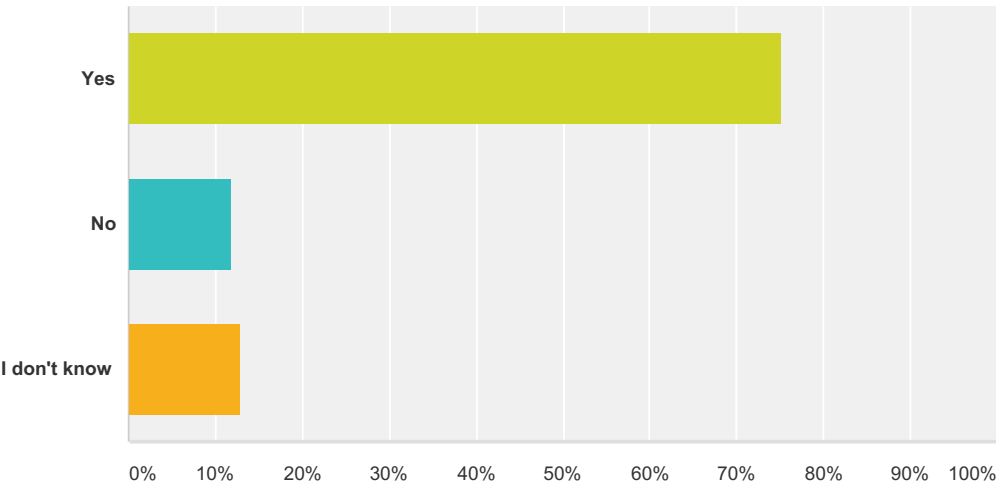


Answer Choices	Responses	
I would attend	42.86%	126
I would not attend	22.11%	65
Don't know (depends on dates)	35.03%	103
Total		294



**Q3 The committee may look at holding the conference for three consecutive years in Southern California. 2018 is set in Riverside; would you attend if 2019 and 2020 were in So Cal?**

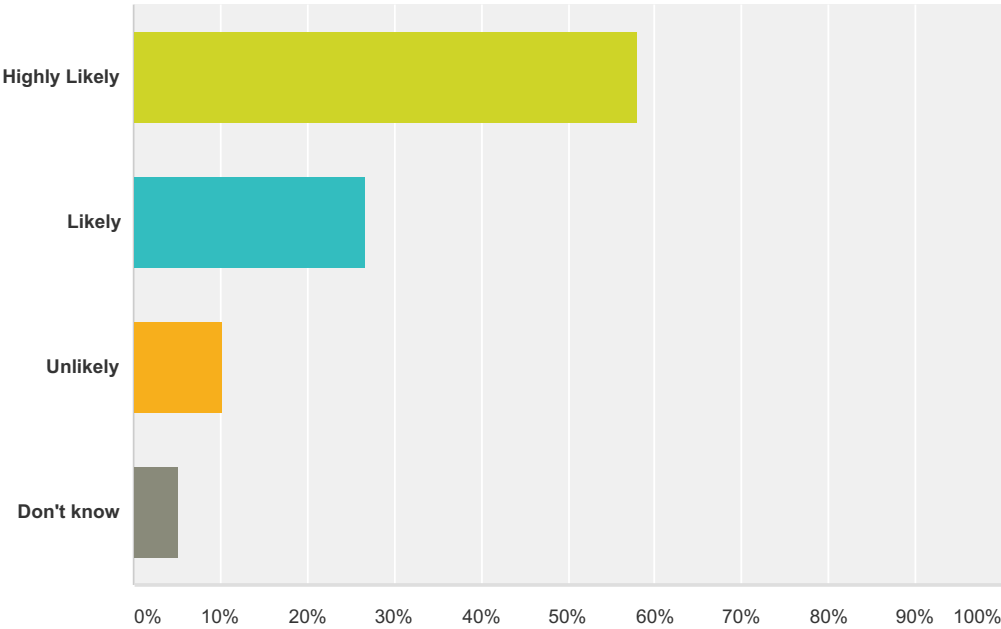
Answered: 295 Skipped: 1



Answer Choices	Responses	
Yes	75.25%	222
No	11.86%	35
I don't know	12.88%	38
Total		295

Q4 How likely would you be to attend a conference at the Disneyland Hotel, January 8-12, 2019?

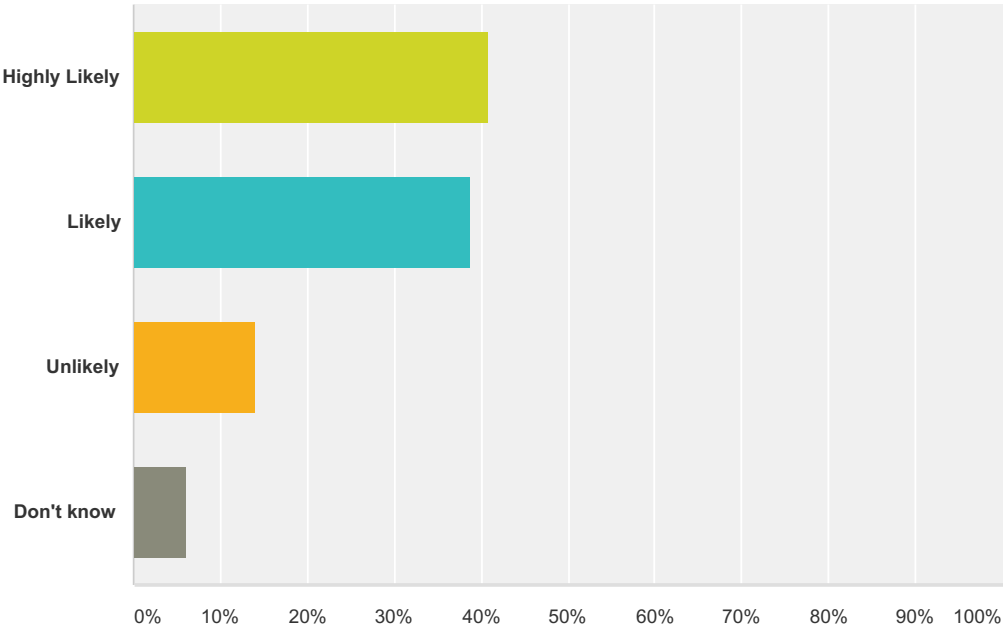
Answered: 293 Skipped: 3



Answer Choices	Responses	
Highly Likely	58.02%	170
Likely	26.62%	78
Unlikely	10.24%	30
Don't know	5.12%	15
Total		293

Q5 How likely would you be to attend the conference if the dates were later in March 2019?

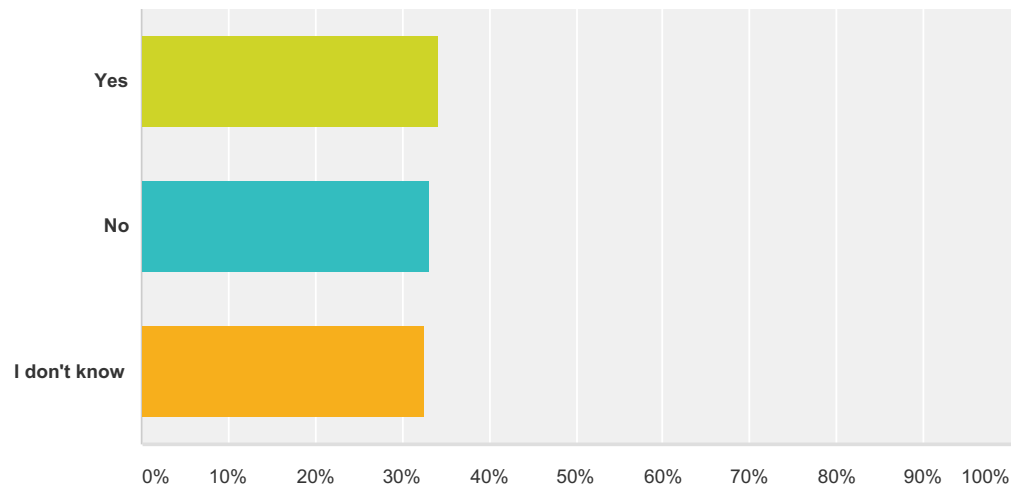
Answered: 293 Skipped: 3



Answer Choices	Responses
Highly Likely	40.96%120
Likely	38.91%114
Unlikely	13.99%41
Don't know	6.14%18
Total	293

**Q6 CSMFO prides itself on providing educational & training opportunities to as many members as possible. One of the options available, Monterey, would limit the number of attendees. Should CSMFO keep the 2019 conference in Monterey, and cap the attendees to allow Northern California members the option for training without the need for flights?**

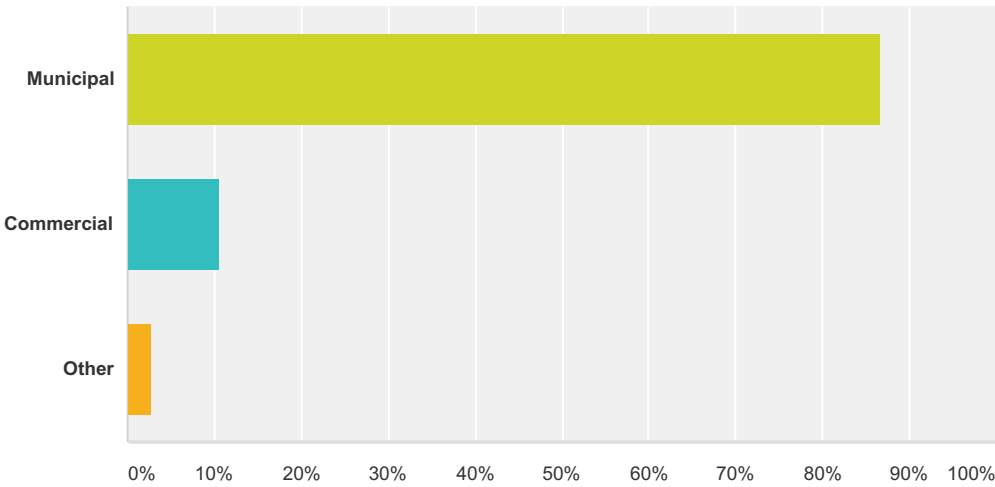
Answered: 292 Skipped: 4



Answer Choices	Responses	
Yes	34.25%	100
No	33.22%	97
I don't know	32.53%	95
Total		292

Q7 What kind of member are you?

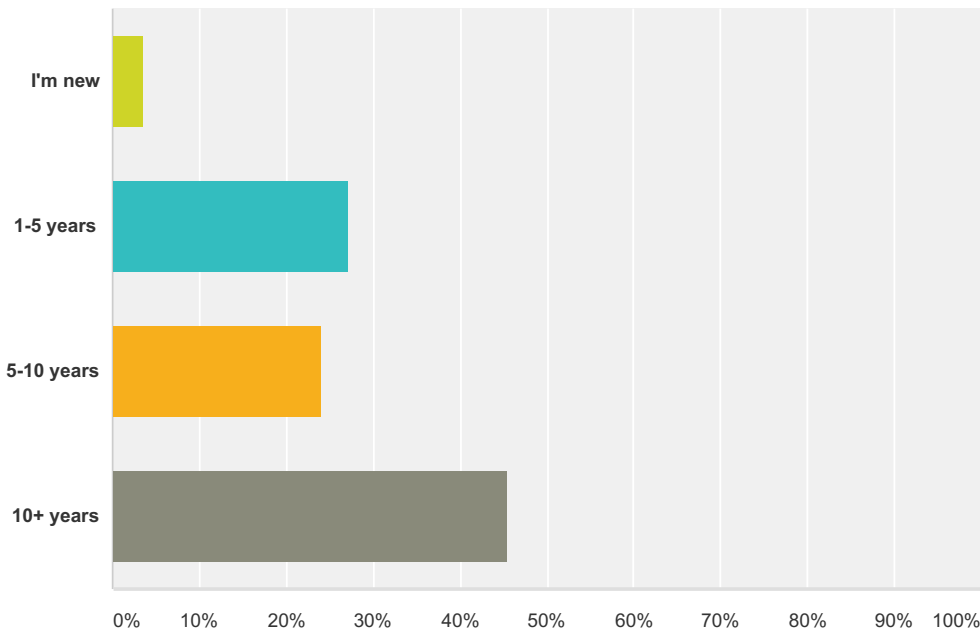
Answered: 294 Skipped: 2



Answer Choices	Responses	
Municipal	86.73%	255
Commercial	10.54%	31
Other	2.72%	8
Total		294

Q8 How long have you been a member of CSMFO?

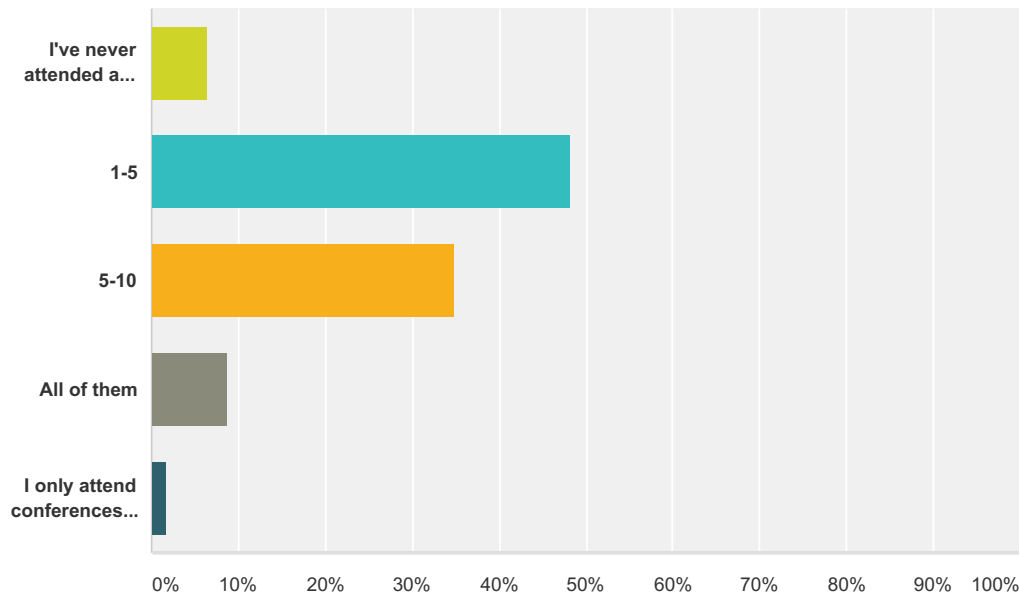
Answered: 288 Skipped: 8



Answer Choices	Responses	
I'm new	3.47%	10
1-5 years	27.08%	78
5-10 years	23.96%	69
10+ years	45.49%	131
Total		288

Q9 How many conferences have you attended?

Answered: 296 Skipped: 0



Answer Choices	Responses	
I've never attended a conference	6.42%	19
1-5	48.31%	143
5-10	34.80%	103
All of them	8.78%	26
I only attend conferences near me	1.69%	5
Total		296

**Q10 Other comments, thoughts, concerns,  
etc.**

Answered: 48   Skipped: 248



## Q10 Other comments, thoughts, concerns, etc.

Answered: 48 Skipped: 248

#	Responses	Date
1	Have you considered other areas of the Northstate? Reno is a major airport with South Lake Tahoe, Redding (drive from Sacramento is 160 miles), just ideas.	7/8/2016 3:25 PM
2	I would not be opposed to SoCal conferences until the NorCal lodging economy has its next downturn to drive down rates again. It's bound to happen. The committee should do everything in its power to attract the most attendees possible by using the tools of destination, rates, and quality of presenters/topics. Losing NorCal attendees due to SoCal locales should be part of that calculation. During the slow economy, I elected to stay behind when the conference was not in my end of the state. My two favorite venues, having only missed Modesto and one Palm Springs in the last 13 years, are Monterey and Disneyland Hotel. Of course the destinations are fun, too, but those two facilities and the committees performed outstandingly. Thanks for all of your efforts.	7/5/2016 11:24 AM
3	For #6 - attendance has been continually increasing at the conferences - therefore, my response depends upon how small the cap would be based on average attendance over the last few years?	6/30/2016 10:22 PM
4	Thanks for asking.	6/30/2016 6:32 AM
5	I think it's a good idea to have conferences on alternating years in Northern and Southern California. When conferences are not in my region, typically only I can attend. On years when they are in my region, I'm able to send more staff to the conferences. I've also experienced this trend in two other organizations.	6/29/2016 4:29 PM
6	None	6/28/2016 3:05 PM
7	consider the GFOA model in No CA with contracts with multiple hotels up-front to allow for more attendance and use an actual convention center vs a hotel conference venue	6/27/2016 6:22 PM
8	Our budget is limited and so I only attend the Anaheim (local) conferences.	6/27/2016 3:27 PM
9	Other option is to hold the conference in Walnut Creek or Pleasanton. Attendees could enjoy the Bay Area location, and commute to San Francisco for sightseeing.	6/27/2016 3:14 PM
10	There are a lot of variables that affect attendance, such as funding availability, staffing issues, budget workshops/meetings and other things that arise. Generally, I try to attend regardless of location when its possible and appreciate thought being given to keeping costs down.	6/27/2016 3:07 PM
11	the FY16 government hotel per diem rate for Sacramento county is \$112/per night. Even if the cheapest room is \$200/per night, that may still hinder many government members to attend the conference. I would suggest finding another Northern location or host it in So Cal again.	6/27/2016 10:41 AM
12	Consider moving the conference to Southern California. Our Travel policy follows the GSA guidelines which limits the hotel allowance. For example, if the hotel cost is \$225 per night, GSA would only allow a hotel allowance of \$130. Thus, I would have to eat the difference (225-130) \$95.00. Multiply \$95 x 3= \$285. This would be my out-of-pocket costs for attending the conference assuming I stay 3 nights.	6/27/2016 10:24 AM
13	For the Monterey option, if you capped the attendance how many would not be able to go? Part of the reason to go to the conference is networking and if you limit the attendees, this valuable piece is lost. While the room costs for Norcal are higher, the travel costs for those in Norcal will be less since there will be no need to pay for flights. I would still like to see a Norcal event if possible but understand that the economics and benefits to the entire membership may not warrant it. Thanks for reaching out to all of us to solicit our opinions.	6/27/2016 9:17 AM
14	I am in Southern California and don't usually attend the Northern conference so I did not answer questions specific to Northern California.	6/27/2016 8:36 AM
15	I enjoyed the conference in Disneyland tremendously.	6/27/2016 8:26 AM
16	Is this an issue for all NorCal venues or just for certain of them; because if there are some that have lower rates, then perhaps we should not rotate the cities and stay in the place that gives us the better rates. Maybe in locking up a multi-year deal with the venues, they will give better rates?	6/27/2016 8:11 AM

17	I would need more information on the attendee cap in Monterey. Approximately how many people would be turned away? I'm also curious how many attendees are vendors compared to local government professionals. Last year was my first conference and attendance seemed to be lopsided on the side of vendors. Perhaps there could be some sort of sponsorship lottery to limit their numbers. The higher price point is more concerning since it might limit the ability of early to mid-career professionals to attend, especially with the possibility of another recession.	6/27/2016 8:04 AM
18	Being a SoCal member means it is obviously cheaper for me to attend local conferences. Northern California conferences have to factor in additional flight/travel expense. January and February are much better than March because by March we are in full budget mode where the other months are the quieter time after CAFR is completed. Still on a very tight training and travel budget so costs and benefits are the large factors for attending. I would rather cut extras such as luncheon/dinner/entertainment and reduce the cost of the conference that way to make up for additional hotel/travel expenses.	6/27/2016 7:52 AM
19	With the sequential north/south rotation in doubt for 2019 and possibly beyond, perhaps we should look to establish a fixed northern California location on a four-year rotation, like we now have Anaheim in the south? That way we could guarantee at least one conference in the north every four years.	6/27/2016 7:50 AM
20	I work for City of Ventura, and they've been a member for quite some time I believe.	6/27/2016 7:38 AM
21	We can try to have the conference in San Diego	6/27/2016 7:23 AM
22	Thank you for asking for feedback. I appreciate how difficult this is to coordinate and definitely appreciate your efforts. Dividing S. and N. CA conferences is a good option (i.e., Survey #6).	6/27/2016 6:50 AM
23	CSMFO should have a second discounted hotel another option for attendees when the first hotel is fully book.	6/27/2016 6:03 AM
24	Monterey is a beautiful city, but very limiting in terms of hotel availability. It's hardly enough for the much smaller HR association.	6/26/2016 2:10 PM
25	Cruise ship, rent many large houses through Airbnb, camping trip	6/25/2016 3:02 PM
26	keep alternating between San Francisco and Disneyland or LA area	6/25/2016 10:33 AM
27	The Sunday to Wednesday model works well for GFOA	6/25/2016 9:21 AM
28	Sacramento, Tahoe, Fresno, Bakersfield could be considered.	6/25/2016 7:39 AM
29	Announce it and they will come.	6/25/2016 6:14 AM
30	Move conference to August or September	6/24/2016 7:09 PM
31	Are you sure there would have to be a cap if we went to Monterey in 2019? They are currently undergoing a major remodel that will provide more space and flexibility. That said, Disneyland would be a great venue again. This last conference there was the best ever! Especially the event in the park itself. Great time!	6/24/2016 6:50 PM
32	See above - expand the Bay Area for other options	6/24/2016 6:00 PM
33	Haven't attended but plan to in the future	6/24/2016 5:42 PM
34	Would San Jose area work? There's a lot of hotels there.	6/24/2016 5:30 PM
35	Maybe have the conference south in 2018 and 2019 and then try north again in 2020.	6/24/2016 5:23 PM
36	The CSMFO conference is an excellent conference and I think members will be understanding of adjustments necessary to deal with the very high cost of hotels. With budgets the way they are, I'd prefer to see the conference either in Monterey with limited members or at Disneyland again, rather than in Northern California at a prohibitively expensive hotel. Good luck and thanks for your hard work!	6/24/2016 5:02 PM
37	It is important to have it be a state wide group rather than northern and southern separate. Maybe limit the number of vendors. Most of the time sitting at tables it is filled with vendors. While this is also important, it limits the interaction with peer cities. I am not sure how available and costly this is, but what about something in Tahoe or Napa area. I believe these locations have conference centers and can be more affordable.	6/24/2016 4:57 PM
38	Easy travel and large enough hotels are the most important. Monterey is inconvenient for everyone to get too and way too small.	6/24/2016 4:56 PM
39	I decide if our agency can attend the conference based on the total cost. If hotel, conference, food and travel are cheaper in Southern California then I would not have a problem traveling to get there.	6/24/2016 4:48 PM
40	I understand about wanting a Northern location, but if attendees are capped, there is no guarantee the northern participants would get in. Would San Francisco be an option? or San Jose? San Jose might not be as expensive-just a thought.	6/24/2016 4:47 PM

41	As a long-time CSMFO member, I attend MOST conferences, but distance/cost is a factor, as is the ability for other staff to attend - we can't all be out of the office at once. So even if membership is rising (a great thing!), I would not be too concerned if attendance leveled off somewhat, as staffs are not growing in size.	6/24/2016 4:46 PM
42	As public finance leaders, we should always strive to role model cost management for the public, media and employees.	6/24/2016 4:45 PM
43	Hyatt Regency Santa Clara? Holds large conferences, relatively reasonable room rates (under \$200 [know of a July event with a block of rooms at \$149 this year]). Accross the street from Great America and Levi's stadium.	6/24/2016 4:39 PM
44	I appreciate the opportunity to provide my feedback in this survey.	6/24/2016 4:39 PM
45	Keep up the great work!!!	6/24/2016 4:36 PM
46	The conference usually occurs around budget time so it's hard to attend. Perhaps, it can be earlier like Jan or late early Feb would be ideal.	6/24/2016 4:33 PM
47	Disney please. I am a Northern California Bay Area member and the Bay Area is just too expensive at this point so I would guess it is probably cheaper to go to so cal even with the cost of a flight.	6/24/2016 4:29 PM
48	Appreciate the outreach to the membership. Disneyland is a great venue and will continue to attract attendees with their families from across the state. Good luck, no doubt you will make the best decision.	6/24/2016 4:28 PM



## CSMFO BOARD REPORT

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**Date**            **July 28, 2016**

**FROM:**        Ernie Reyna,  
                    Chair, Administration Committee

**SUBJECT:**    CSMFO Weekend Training Handbook

### **Background:**

CSMFO offers an annual weekend training session to promote ongoing continuing education and professional development of members. The Weekend Training Handbook provides guidance for planning the event and was last approved by the Board in 2013. Recently, the Career Development Committee revised the handbook to include additional parameters related to site selection.

The attached draft Weekend Training Handbook identifies the new parameters in Site Selection on page 3. Under the new parameters there are restrictions to the room rates, food charges, parking rates, and other costs specific to the site of the training event. These rates will be reviewed annually by the Career Development Committee.

The intent of the revision is to minimize the cost of the weekend training session for participants.

### **Recommendation:**

That the Board adopt the Weekend Training Handbook as presented.

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## **WEEKEND TRAINING HANDBOOK DRAFT**

**July 2016**

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## **INTRODUCTION**

CSMFO promotes excellence in financial management through innovation, continuing education and the professional development of members.

To this end, the Weekend Training provides members with education and skills necessary to carry out a high level of professionalism in the field of municipal finance. The annual two and half day event, generally held in November, is one of the activities under the purview of the Career Development Committee. Attendance will be limited to 40 people. The Career Development Committee will identify a Weekend Trainer Coordinator who will be largely responsible for handling the details of the event. The Career Development Committee will have oversight of this individual.

The following is intended to be a guide for both the Career Development Committee and staff to facilitate the planning and execution of this event.

## **SITE SELECTION**

The location rotates north one year and south the next; opposite that year's Annual Conference. The city and venue of the Weekend Training can have a direct bearing on the event's success. CSMFO has retained a Meeting Planner to assist with site selection.

Steps for Site Selection:

March	Career Development Committee through the Weekend Training Coordinator identifies the city or cities
March	Meeting Planner submits RFP to hotels in identified areas
April	Meeting Planner reviews hotel proposals with Weekend Training Coordinator who will share and receive input from the Career Development Committee as needed
April/May	If the Career Development Committee deems it necessary, site visits occur. These site visits are to be coordinated by the Meeting Planner, but attended by no more than two (2) representatives identified by the Career Development Committee. One representative may include the local Chapter Chair who is familiar with location and can subsequently support the marketing of the Weekend Training. Costs for these site visits, if any, may be reimbursed under the Committee/Chapter Support line in CSMFO's budget, with prior approval of the Executive Committee. The Meeting Planner may be requested to attend the site visit by the Career Development Committee, but this would be at an additional staff cost, negotiated in advance and billed to the Committee/Chapter Support budget line item.
May	Site is selected and Meeting Planner negotiates contract
May/June	Hotel contract is submitted to the Board for approval

## **Site Selection Helpful Hints**

The CSMFO Weekend Training Site Selection will be decided pending desired amenities. The important thing to remember when considering facilities is to put oneself in the participants' shoes, and try to determine what things they will or won't appreciate. Some items are requirements, others are merely desirable. Some of these include:

- Adequate and well-flowing meeting space
- Adequate number of hotel rooms in reasonable proximity to host hotel/facility
- Quality and conditions of meeting space
- Quality and condition of hotel rooms
- Hotel affordability
- Location (is the city/location a draw for the members?)
- Transportation (convenience to major airport, shuttle availability, affordability)
- Location relative to leisure activities
- Direct billing must be made available

## **Parameters**

In addition to the helpful hints, Parameters for the Weekend Training Program include:

- Single/Double Rooms for 35-40 Guests at a rate of \$145 inclusive of tax/resort fee/other special charges
- Minimum room nights NTE 50
- Food and Beverage Minimum NTE \$3,600 inclusive of tax/tip
- Lunch menu NTE \$25 inclusive of tax/tip, Dinner menu NTE \$35 inclusive of tax/tip
- Separate Meeting Space (no less than 1,500 sq. ft.) able to accommodate 40 Class Room Style, at no additional charge with minimum room night pickup
- Audio Visual (Screen, Cart, electrical) NTE \$125 per day inclusive
- Overnight/Daily Parking NTE \$15
- Other Concessions as appropriately negotiated

## **BUDGET AND PRICING**

The Career Development Committee is responsible for developing a budget for the Weekend Training, which it should present to the CSMFO Board of Directors for approval by July of each year. The budget projections should provide for the Weekend Training to break-even financially.

With the draft budget submission, the Career Development Committee should also seek the Board's approval for the Weekend Training rate(s). The cost of attending should include two nights' stay (Friday and Saturday). The option of adding the Thursday and/or Sunday night should be made available and will be the responsibility of the registrant. The cost of the additional night(s) must be at least equal to, and no greater than twenty-five dollars (\$25) more than, the cost of the negotiated room rate per night. There should also be a "Commuter Rate" option, for those not wishing to utilize the overnight lodging.



## **PROGRAM DEVELOPMENT**

The Career Development Committee is responsible for developing the program/agenda for the Weekend Training. Unless otherwise stated, steps below are the responsibility of the Career Development Committee.

In order to maintain the lowest cost possible for the Weekend Training, all speakers are requested to donate their time. Every effort should be made to minimize the cost to the speakers by selecting those with close proximity to the location of the training. If the program requires a paid speaker, the cost should be included in the draft budget presented to the Board. If the need is determined after the budget approval, the Career Development Committee will need to seek an amendment to the budget prior to the event.

Steps for Program Development:

August	Draft agenda completed
August/September	Contact all speakers
September	Collect speaker confirmations, including bios, AV needs and W9 (if being paid). Forward copies of bios and W9s to SMA staff; submit AV needs to Meeting Planner
September/October	Budget amendment, if needed
October	Collect copies of presentation/handouts from speakers

## **MARKETING**

Once the program and budget are finalized, marketing should take place. This should consist of both a flyer, to be emailed to members and posted on the CSMFO website, and continuing email reminders up until the deadline to register. The Career Development Committee is responsible for developing the marketing collateral, but may utilize staff at SMA to help draft/design and distribute the flyer and any necessary emails.

Career Development Committee may contact the local Chapter Chair to assist in the marketing of the Weekend Training to encourage participation.

## **REGISTRATION**

Pre-Registration is strongly encouraged to ensure that adequate planning and arrangements are made to accommodate each person's hotel, meals and materials. The Weekend Training Coordinator may accept Late Registrations (after the registration deadline) if it is determined there is available space to accommodate. On-site registration is not available.

Registration for the Weekend Training is to be handled by SMA staff. Once the dates and fees are finalized, the Career Development Committee should submit this information to SMA staff to open online registration. As a general rule, online registration should be opened no later than

six (6) weeks prior to the event SMA staff should provide periodic updates of registration numbers to Weekend Training Coordinator to allow the Career Development Committee to monitor the participation. The Weekend Training Coordinator may seek additional marketing efforts to boost participation. . The information on the registration page regarding the event can be continually updated as the program develops. These updates should be sent to SMA staff to ensure proper posting. The deadline to register shall be decided upon the discretion of SMA staff, but generally in conjunction with the hotel deadline to submit the rooming list (review current hotel contract for details). Career Development Committee should be allowed to concur on the registration deadline.

Immediately following the registration deadline, SMA staff will submit a master rooming list to the Meeting Planner and the Weekend Training Coordinator; SMA staff will submit CPE certificates and registration list, to Weekend Training Coordinator. If there are outstanding amounts due, SMA staff is to resolve prior to Weekend Training event.

## **HOTEL ARRANGEMENTS**

### **Rooming Lists**

The Meeting Planner is responsible for submitting the master rooming list to the hotel by the deadline stated in the contract.

### **Meal Choices and Quantities**

The Weekend Training Coordinator is responsible for choosing the meal options provided to participants, generally breakfast and lunch for two days. When deciding upon the menu, the cost should be calculated including the tax and service charge (both outlined in the hotel contract), understanding that the service charge is taxable. Where possible, **every effort should be made to negotiate Government Per Diem menu pricing.**

The cost for the final food choices and quantities should be within that line in the Weekend Training budget approved by the Career Development Committee. The quantities ordered should not exceed the number of attendees registered, speakers and coordinator(s) and may, in fact, be less. The Meeting Planner may be consulted on determining quantities prior to communicating same to the hotel.

If the cost of the food exceeds the budgeted amount (if, for instance, there are more attendees than anticipated), the Career Development Committee Chair has the authority to approve additional monies for that line item. In the report to be presented to the Board a final budget versus actual accounting of the event should be distributed with explanations that explain the variance.

## **SPEAKER GIFTS**

Speaker gifts may be provided and purchased in advance, provided the cost of same was included in the budget as presented to and approved by the CSMFO Board of Directors.

## **ON-SITE COORDINATION**

One (1) volunteer, as identified by the Career Development Committee, may provide on-site coordination for the Weekend Training. This volunteer would be responsible for checking people in at the door; adhering/following the agenda, including speaker time limits, breaks, and lunch and dinner; monitoring the morning and afternoon CPE sign in list and distributing CPE certificates at the end of the course.

This same volunteer (1) may be provided complimentary registration, including up to two (2) nights' lodging, provided the cost of same was included in the budget as presented to and approved by the CSMFO Board of Directors. Depending on the location of the event, the night before may be also be provided in order to ensure that the hotel and room are ready for registration the next morning.

## **MODERATING**

A volunteer assigned to provide on-site coordination should also plan to moderate the Weekend Training, welcoming the speaker, providing speaker introductions and generally ensuring the room is set correctly and is comfortable.

## **HANDOUTS**

The Career Development Committee generally through the Weekend Training Coordinator should create handouts (typically binders), including the speaker presentations and extra pages for notes. SMA staff may be utilized to create a cover page for the binder, if requested. The number of handouts created in advance should be equal to the number of registered attendees.

## **DINNER FUNCTIONS**

Friday and Saturday dinners are included with the cost of the Full registration only, Commuter registration does not include dinners. One is generally at the hotel; the other generally offsite. The Weekend Training Coordinator may utilize the services of the Meeting Planner to assist with any dinner functions being held at the hotel. The cost of the dinner functions shall be included in the budget submitted to the Board of Directors for their approval.

## **EVALUATIONS**

The Career Development Committee should develop an electronic evaluation form to survey the attendees on the event. The evaluation should include questions regarding the hotel accommodations, the speaker (both presentation skills and knowledge of subject), ease of preregistration, value of event for the cost, etc. This should be conducted as soon after the event as possible, but generally not more than 30 days after the event.

## **REVIEW OF HOTEL BILL**

Both the Weekend Trainer Coordinator and the Meeting Planner should review the bill for accuracy prior to any payment to be made. Any items of concern shall be communicated to the hotel through the Meeting Planner. Direct billing is to be used and shall be a site requirement.

## **REPORTING**

The Career Development Committee should develop a report to present to the CSMFO Board of Directors in either December or January that outlines the event program, provides a budget versus actual financial report, summarizes the event evaluations and provides direction on the following year's Weekend Training.

## **APPENDIX: TIMELINE**

<b>MONTH</b>	<b>ITEM</b>	<b>RP</b>
March	Identify city or cities	CDC
March	Submit RFP to hotels in identified areas	MP
April	Review hotel proposals	CDC/MP
April/May	Site visits (if deemed necessary) occur (coordinated by MP) CDC	
May	Site is selected	CDC
May	Contract negotiated	MP
May/June	Hotel contract is submitted to the Board for approval	CDC
July	Present budget to Board for approval	CDC
August	Draft agenda completed	CDC
August/September	Contact all speakers	CDC
September	Open event registration	SMA
September through November	Market the event	CDC/SMA
September	Collect speaker confirmations	CDC
September	Submit bios and W9s to SMA staff	CDC
September	Submit AV needs to MP	CDC
October	Collect copies of presentation/handouts from speakers	CDC
October/November	Close event registration	SMA/CDC
November	Send master rooming list to hotel	MP
November	Registration list, CPE certificates, name tags, and copy of master rooming list to CDC/Weekend Training coordinator SMA	
November	Purchase speaker gifts, if any	CDC
November	Finalize menu selections and quantities	CDC
November	Submit BEOs to hotel	MP
November	Copy of executed BEOs to CDC/on-site volunteers	MP
November	Create handouts/binders	CDC
November	Create and distribute online survey	CDC
November	Review/pay hotel bill	CDC/MP
December/January	Report to Board	CDC

### **Legend:**

SMA – Smith Moore & Associates

MP – Meeting and Management & Associates

CDC – Career Development Committee / Weekend Training Coordinator



## CSMFO BOARD REPORT

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Date July 28, 2016

FROM: Scott Catlett, Career Development Committee Chair

SUBJECT: Quarterly Report on Career Development Activities – 2<sup>nd</sup> Quarter 2016

### Background:

At the June 2013 CSMFO board meeting, the Board directed that the Career Development Committee report back to the Board quarterly regarding the success of program enhancements approved at that time. The remainder of this report highlights the achievements of the Committee for the first half of calendar year 2016.

### **Webinar Offerings Update**

Under the current base contract with Don Maruska, the Career Development Committee is allotted a total of eight webinars per year. With the Board's support, webinar offerings have been expanded over the last four years from the previous contract amount of 6 to a budgeted not to exceed total of 12. The webinar offerings calendared for this year to date are listed in the table below, which total four.

Date	Topic	Attendance
February 11	Succession Planning for Local Government Finance	163
April 27	Best Practices in Upgrading Financial Systems (Joint webinar with MISAC)	238
May 19	Managing Pension and OPEB Liabilities	354
June 29	Best Practices in Budgeting	271
Total Live		1,026
Various	Utilization of Webinar Recordings	6,361
Total		7,387

During calendar year 2015, the archived webinars were accessed a total of 7,387 times. This year's number of views of archived webinars is already approaching that number after six months, which indicates that the recordings of CSMFO's webinars are a growing benefit to our members that allows them to access content when it fits into their schedule.

### Course Attendance Update

CSMFO had a record course attendance in 2015 with 804 attendees. With a fifth core course coming online earlier this calendar year and a sixth core course approved by the Board last month, 2016 will likely be a record year as well for our core course program with attendance to date of 536 for the first half of the year. Revenue from the well-attended sessions in the more populated areas of the state continues to fully offset losses from other locations and the lower attendance typically seen at Fiscal Policies course sessions. This has allowed the Committee to continue to visit more remote areas of the state to deliver training to our entire membership. In spite of these sessions with intentional losses, revenue to date this year has exceeded expenditures by over \$12,000 due to continued growth in average class attendance.

Course	Location	Attendance	Net Revenue
Intro Accounting	Daly City	44	\$1,621.19
Intro Accounting	Ventura	60	2,719.57
Intro Accounting	Newport Beach	52	1,796.79
Intermediate Accounting	San Leandro	50	2,185.08
Intermediate Accounting	Santa Ana	45	984.55
Intermediate Accounting	Ukiah	12	(1,344.90)
Intermediate Accounting	Oxnard	43	1,606.40
Intermediate Accounting	West Basin Water District	35	717.97
Fiscal Policies	Newport Beach	16	(49.64)
Fiscal Policies	Petaluma	12	(700.57)
Fiscal Policies	Solvang	7	(1,028.50)
Fiscal Policies	Elsinore Valley Water Dist.	17	256.67
Investment Accounting	Riverside	63	3,368.94
Revenue Fundamentals I	2016 Annual Conference	80	N/A
<b>Total to Date</b>		<b>536</b>	<b>\$12,133.55</b>

### Other Committee Activities

In addition to the activities mentioned in this report each quarter, several important additional efforts are underway this year:

1. The Board approved a new Revenue Fundamentals II core course last month, which will be initially offered as a Pre-Conference session at the 2017 Annual Conference in Sacramento.
2. The Committee continues to evaluate the One-on-One Coaching Program. While a number of methods have been undertaken to increase utilization of this valuable program, it continues to be underutilized. The Committee is in the process of evaluating the program to determine what level of ongoing support is appropriate, and we anticipate redirecting our efforts to other initiatives.

### Survey Update

Course attendees are provided with a link to an anonymous survey at the end of each core course. While previously we have offered in person surveys at the time that the courses are offered, we believe that online, anonymous surveys provide us with more objective information about the quality of our course offerings. We have been pleased

to see that the survey results indicate an overall outstanding view of our offerings from attendees. The table below highlights the 119 survey responses received to date.

Question	1 (Low)	2	3	4	5 (High)
How would you rate the course content?	0%	2%	2%	24%	72%
How would you rate the course materials?	0%	2%	1%	18%	79%
How would you rate the instructor?	0%	1%	1%	13%	85%
How would you rate the course value?	0%	2%	6%	22%	70%

Question	Yes	No
Would you recommend this course?	96%	4%
Are you a first time attendee?	43%	57%

The committee continues to evaluate additional narrative information received from survey participants regarding suggestions for improvement and for adding additional courses.



## **COMMUNITY SERVICES POLICY COMMITTEE HIGHLIGHTS**

Friday, June 3, 2016

League Office, 1400 K Street, Third Floor, Sacramento

### **ATTENDANCE**

Members: Franklin, Debbie (Chair); Dorenbecher, Marita (V. Chair); Abelson, Janet; Barber-Martinez, Darlene; Biddle, Don; Borden, Timm; Cousin, Heather; Cousino, JoAnne; Curtis, Thyme; DeHart, Bill; DeRosia, Mark; Flores, Alma; Hause, Tracey; Krupa, Linda; Low, Polly; Masur, Shelly; McQuaid, Peggy; Moody, Larry; Moore, Carol; Morris, Liz; Norman, David; Olsen, Oley; Pacheco, Mike; Price, George; Rogers, Peter; Roundy, Bruce; Rust, Don; Sandoval, Jesse; Smith, Michael; Wheatley, Mark; Yarc, Mariellen

Staff: Jason Rhine

### **I. State Budget and Issues Briefing**

The June 2016 Committee meetings began with a general session briefing on State Legislative and League activities. Chris McKenzie, League Executive Director, provided an update on the rollout of the League Health Marketplace. The coordinated effort has gone well and Mr. McKenzie was enthusiastic that the opening of the Marketplace will soon be announced.

Michael Coleman, League Fiscal Advisor, provided an update on the May revision of the state budget and insight on items expected to be approved in June. While revenues are down from May revision estimates, revenues are still growing over what is anticipated. Mr. Coleman highlighted the Governor's attention to building up the Rainy Day fund to protect the state against expected economic downturns. While the budget is being crafted, the Governor remains concerned with the volatility of the state's largest revenue sources. Mr. Coleman additionally reported on the long-term budgetary impacts of the minimum wage increase, Managed Care Organization (MCO) matching agreement, and contract agreements with the California Correctional Peace Officers Association (CCPOA).

Kendra Harris, League Legislative Representative, presented on the ongoing legislative conversations and proposals focused on tackling the affordable housing crisis. She provided an update on the number of proposals aimed at limiting or removing local land use authority to incentivize additional units. The League will remain engaged on these proposals to protect local discretion. In addition, she noted that the League remains engaged on homelessness proposals such as the Senate's "No Place Like Home" proposal. The League continues to support this proposal as well as housing bonds and other efforts to provide revenue for affordable housing projects.

Dan Carrigg, League Legislative Director, provided an update on various revenue and taxation proposals being considered by the legislature. These include efforts to establish statewide regulation for the collection of Transient Occupancy Taxes (TOT). He also provided additional comments on the League's continued work to modernize tax structures to respond to the new economy. The League Revenue and Taxation policy committee will continue to explore and make recommendations on the best course of action.

Mr. Carrigg also discussed the Governor's "by-right" housing proposal that removes local discretion over land use decisions and public input. He urged city officials to take action by calling their legislators and mobilizing their communities against this proposal.

Rony Berdugo, League Legislative Representative, provided an update on transportation funding discussions. Mr. Berdugo reported that there is general frustration over inaction and funding will likely not be included in the budget. As a result, the Fix Our Roads coalitions, which the League is a member, hosted a rally on May 19<sup>th</sup> at the State Capitol to present a bi-partisan proposal that focuses both on reform and on revenues. Mr. Berdugo was optimistic that the discussions will continue in the Transportation Special Session.

Jason Rhine, League Legislative Representative, provided an update on water and cap-and-trade. He stressed that the drought is not over. The State Water Board has replaced its conservation standards with a new “stress test” method. Drastic cuts have been removed but certain restrictions remain such as watering lawns and cleaning cars. On cap-and-trade, there is a great deal of uncertainty as pending litigation strongly questions its legality and Legislative Counsel ruled that AB 32 will expire in 2020. In addition, trade auction revenues are declining.

Tim Cromartie, League Legislative Representative, discussed medical marijuana, police funding and drone legislation. He noted that the current focus is on defending the progress made last year with medical marijuana regulation. The Legislature continues to propose measures that will set tax rates and the League continues to engage in these discussions. On drones, there are legislative proposals such as SB 868 (Jackson), that seek to establish appropriate drone regulation and protect local control. Mr. Cromartie also reported that the May Revise contains \$20 million for police training and enforcement purposes and the League will continue to support this budget item.

Dane Hutchings, League Legislative Representative, reported that the legislature is focused on further regulation of police body-worn cameras and proposals to either subject or exempt their footage from provisions of the Public Records Act (PRA). Further, Mr. Hutchings optimistically provided an update on the League’s efforts to provide cities relief, through legislation, from serial litigants under the California Voting Rights Act (CVRA).

## **II. Welcome and Introductions**

Chair Debbie Franklin welcomed Committee members and provided an introduction.

## **III. Public Comment**

No public comment.

## **IV. California Commission on Disability Access**

Angela Jemmott, Executive Director of the California Commission on Disability Access (Commission) discussed the Commission’s 2015 Annual Report to the Legislature. Committee members asked questions about particular disability access issues. Others inquired about sources of state or federal funding for disability access projects. Below are responses, provided by Angela Jemmott, to two questions that could not be answered at the meeting:

### **1. Baby Changing station in accessible stalls?**

**Answer:** Prior to July 2015 there was not a California Code restriction of placing baby changing station within ADA accessible stalls. However, after the July 1st 2015 the new code does not permit baby changing tables to be located within accessible toilet compartments in multi-accommodation toilet facilities, or located where they obstruct the required width of an accessible route. Baby changing tables, however, are still permitted within accessible single-user toilet rooms. These amendments are applicable to new construction, alterations, and additions to commercial buildings, public accommodations, public buildings, and public housing that occur

after July 1, 2015. The new code does not constitute a standard for barrier removal projects of existing facilities, unless an alteration or addition is made. California code considers baby changing tables as a work surface and requires clear floor space, knee space and toe clearance, and specified height requirements.

2. Is there any discussion on the fraudulent use of Disable Parking at Apartment Complexes or Multi-family dwelling housing?

**Answer:** On May 25th, the Assembly Republican Caucus, Office of Policy requested an audit of the Department of Motor Vehicles (DMV), to assess the protocols for preventing and combatting fraud in the Disabled Person Parking Placard program. Under existing law, persons with permanent disabilities may obtain a distinguishing placard from DMV. The placard holder, or a person transporting the placard holder, is authorized to park for unlimited periods in parking spaces with posted time limitations, and is not required to pay parking meter fees. The request for an audit was approved by the Joint Legislative Audit Committee (chaired by Honorable Freddie Rodriguez).

The results of the audit should be completed in 6-8 months, however the audit will not address existing law, but will only identify areas of opportunities to correct or prevent fraud in the Disabled Person Parking Placard program. So the question comes to mind, will the reduction of fraud and/or abuse of the Disabled Person Parking Placard program address your concern is yet to be determine.

**Angela Jemmott, Executive Director**

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**V. AB 109 Criminal Justice Realignment and Proposition 47 Reduced Penalties for Some Crimes Initiative (2014)**

David Billingsley, a consultant with the Assembly Committee on Public Safety, gave a presentation regarding AB 109 and Proposition 47. David provided extensive background on both measures and answered many questions from committee members.

**VI. Legislative Agenda**

The Committee received a presentation from Assembly Member Eduardo Garcia's staff regarding AB 2444 (E. Garcia), the California Parks, Water, Climate, and Coastal Protection and Outdoor Access For All Act. Members asked numerous questions about the per capita allocation for local park needs. The Committee unanimously voted to recommend a support position on AB 2444. Additionally, the Committee instructed League staff to work with Assembly Member Garcia to increase the per capitol allocation.

**VII. Other Legislation of Interest**

League staff provided an update on the "no place like home" proposal by Senate President Pro Tempore De León. The committee also discussed several pending housing proposals and the Governor's 2016/17 state budget.

**VIII. Cold Weather Shelter Guidebook**

Chair Debbie Franklin presented the Cold Weather Shelter Guidebook, which was developed by the City of Banning and members of the faith-based community.

**Next Meeting (TENTATIVE): Annual Conference, Long Beach, October 5, 10:30 a.m. - Noon**

*Staff will notify committee members after August 15 if the policy committee will be meeting in October.*

## **EMPLOYEE RELATIONS POLICY COMMITTEE HIGHLIGHTS**

Friday, June 3, 2016

Sacramento Convention Center, 1400 J Street, Room 203, Sacramento

### **ATTENDANCE**

Members: Lamnin, Sara (Chair); Anderson, Jayne; Bakaly, Tom; Bennett, Michael; Binaski, John; Cadd, Gary; Campbell, Cal; Clerici, John; Constantine, Richard; DeLaney, Lara; Garcia, Leon; Gill, Debra; Hunt, Curtis; Leone, Ron; Marquez, Ray; Mason, Suzanne; Merrill, Sam; Phillips, Jenifer; Quintana, Ana Maria; Real Sebastian, Teresa; Robinson, Frank; Sachs, Ed; Sianez, Corey; Simonsen, Arne; Singer, Dan; Souble, Bruce; Swift, Elizabeth; Trent, Tami; Wilkie, Brad; Wolfe, Scott

League Partners: Kleinschmidt, Kirk; Lofranco, Laurie

Staff: Dane Hutchings

### **I. State Budget and Issues Briefing**

The June 2016 Committee meetings began with a general session briefing on State Legislative and League activities. Chris McKenzie, League Executive Director, provided an update on the rollout of the League Health Marketplace. The coordinated effort has gone well and Mr. McKenzie was enthusiastic that the opening of the Marketplace will soon be announced.

Michael Coleman, League Fiscal Advisor, provided an update on the May revision of the state budget and insight on items expected to be approved in June. While revenues are down from May revision estimates, revenues are still growing over what is anticipated. Mr. Coleman highlighted the Governor's attention to building up the Rainy Day fund to protect the state against expected economic downturns. While the budget is being crafted, the Governor remains concerned with the volatility of the state's largest revenue sources. Mr. Coleman additionally reported on the long-term budgetary impacts of the minimum wage increase, Managed Care Organization (MCO) matching agreement, and contract agreements with the California Correctional Peace Officers Association (CCPOA).

Kendra Harris, League Legislative Representative, presented on the ongoing legislative conversations and proposals focused on tackling the affordable housing crisis. She provided an update on the number of proposals aimed at limiting or removing local land use authority to incentivize additional units. The League will remain engaged on these proposals to protect local discretion. In addition, she noted that the League remains engaged on homelessness proposals such as the Senate's "No Place Like Home" proposal. The League continues to support this proposal as well as housing bonds and other efforts to provide revenue for affordable housing projects.

Dan Carrigg, League Legislative Director, provided an update on various revenue and taxation proposals being considered by the legislature. These include efforts to establish statewide regulation for the collection of Transient Occupancy Taxes (TOT). He also provided additional comments on the League's continued work to modernize tax structures to respond to the new economy. The League Revenue and Taxation policy committee will continue to explore and make recommendations on the best course of action.

Mr. Carrigg also discussed the Governor's "by-right" housing proposal that removes local discretion over land use decisions and public input. He urged city officials to take action by calling their legislators and mobilizing their communities against this proposal.

Rony Berdugo, League Legislative Representative, provided an update on transportation funding discussions. Mr. Berdugo reported that there is general frustration over inaction and funding will likely not be included in the budget. As a result, the Fix Our Roads coalitions, which the League is a member, hosted a rally on May 19<sup>th</sup> at the State Capitol to present a bi-partisan proposal that focuses both on reform and on revenues. Mr. Berdugo was optimistic that the discussions will continue in the Transportation Special Session.

Jason Rhine, League Legislative Representative, provided an update on water and cap-and-trade. He stressed that the drought is not over. The State Water Board has replaced its conservation standards with a new “stress test” method. Drastic cuts have been removed but certain restrictions remain such as watering lawns and cleaning cars. On cap-and-trade, there is a great deal of uncertainty as pending litigation strongly questions its legality and Legislative Counsel ruled that AB 32 will expire in 2020. In addition, trade auction revenues are declining.

Tim Cromartie, League Legislative Representative, discussed medical marijuana, police funding and drone legislation. He noted that the current focus is on defending the progress made last year with medical marijuana regulation. The Legislature continues to propose measures that will set tax rates and the League continues to engage in these discussions. On drones, there are legislative proposals such as SB 868 (Jackson), that seek to establish appropriate drone regulation and protect local control. Mr. Cromartie also reported that the May Revise contains \$20 million for police training and enforcement purposes and the League will continue to support this budget item.

Dane Hutchings, League Legislative Representative, reported that the legislature is focused on further regulation of police body-worn cameras and proposals to either subject or exempt their footage from provisions of the Public Records Act (PRA). Further, Mr. Hutchings optimistically provided an update on the League’s efforts to provide cities relief, through legislation, from serial litigants under the California Voting Rights Act (CVRA).

## **II. Welcome and Introductions**

Vice Chair Sara Lamnin, served as Chair and welcomed committee members. Chair Lamnin outlined the meeting agenda and invited members to introduce themselves.

## **III. Public Comment**

No public comment.

## **IV. State Legislative Update**

Dane Hutchings, League Legislative Representative, explained to the committee that the League has taken positions on many bills this year already.

AB 1676 – Would prohibit an employer, including state and local government employers, from seeking salary history information about an applicant for employment. The League has an oppose position.

SB 1166 – Would prohibit an employer from refusing to allow an employee with more than 12 months of service with the employer, and who has at least 1,250 hours of service with the employer during the previous 12-month period, to take up to 12 weeks of parental leave to bond with a new child within one year of the child's birth, adoption, or foster care placement. This is a priority issue for the woman’s caucus, however the

measure poses legitimate employment issues for cities. The League has an oppose position.

AB 1643 – Would prohibit apportionment of permanent disability, in the case of a physical injury occurring on or after January 1, 2017, from being based on pregnancy, menopause, osteoporosis, or carpal tunnel syndrome. The bill would also prohibit apportionment of permanent disability, in the case of a psychiatric injury occurring on or after January 1, 2017, from being based on psychiatric disability or impairment caused by any of those conditions. The committee discussed the various issues with this measure and concluded that it is a significant expansion for workers compensation and huge cost driver.

AB 779 (Garcia) – Requires local agencies to post the names and total compensation of elected officials and the ten highest-paid employees on their websites. This measure is a gut-and-amend. The committee discussed the various issues with this bill. Current law already requires cities to share salary info with the SCO because of costs and duplication concerns.

AB 651 – This bill, in an investigation that focuses on matters that may result in punitive action against a firefighter or public safety officer who is not formally under investigation but is interviewed as a witness in an investigation of another firefighter or public safety officer, would authorize the firefighter or public safety officer who is a witness to have representation in the interview. Amendments were taken that make the bill worse in a manner that undermines working relationship between labor and management. Coalition of opposition and will continue to oppose.

AB 2261 – Allows the department of labor enforcement to file an official investigation on a local agency (or private entity) for unfair labor practices with or without a claim being made by an employee.

SB 1286 – Would provide greater public access to peace officer and custodial officer personnel records and other records maintained by a state or local agency related to complaints against those officers. This bill was stopped when it was held in Senate Appropriations. Body cameras, transparency issues will not go away. It will come back again soon.

#### **Discussion Item [SB 897 \(Roth\)](#) ‘4850’ Expansion**

This measure allows local public safety officers an additional year of a workers’ compensation leave of absence without loss of salary (‘4850 time’). The League’s opposition to the bill was explained. The bill was narrowed in scope but there are still concerns including overly broad definitions. For example, there is no differentiation between a stab wound to the hand vs. a stab wound to the chest. Will be tagged non-fiscal and will go to the Governor. The committee discussed the various issues localities will face with this measure.

The committee discussed the progress on the set work plan and set sights on additions for next year. The committee reviewed the outcome of the Friedrichs v. CTA case, which sided in favor of the CTA after the death of Justice Scalia. Further, the committee reviewed its continued review and research on unfunded pension and OPEB liabilities. The committee will continue to monitor these issues and incorporate PERB and PERS issues into the work plan for next year. For any other suggestions, please share with Dane Hutchings to incorporate speakers, etc. into work plan.

**V. Primer on PERS Pension Funding**

Alan Milligan, CalPERS Chief Actuary Officer, provided an in-depth presentation and discussion on the current and future outlook of the PERS portfolio. The discussion focused on the level of risks being taken at the moment and the expected rate of return. Much focus was given to employer and employee contributions and how various risk factors will affect contribution rates. Additional attention was given to mortality rates as older PERS members have more generous benefits than younger members. This population trend may have positive impact on the overall portfolio and contribution rates under PEPRAs reform formulas. CalPERS evaluates the risk and aggressiveness of their assets and must consider both past and predicted future economic conditions. Currently, there is an expectation that the CalPERS Board will be cautious with their risks, which cities may want to urge CalPERS not to increase the investment risk because of the likelihood that more risk will hurt cities.

**VI. Public Employment relations Board (PERB), Contract Employees and Minimum Wage Briefing**

Gage Dungy, Partner, Liebert, Cassidy, Whitmore, presented on current trends in Labor and Employment Law including an update on wage and hour law, and other trending legal issues. Mr. Dungy overviewed the recently increased state minimum wage, which will not apply to Charter Cities. On the Public Employment Relations Board, Mr. Dungy described the labor and employee friendly composition of the Board and the unprecedented decisions they have made in just the past year, including their overturning of fifteen prior board decisions and liberal rulings in favor of meet and confer. Other trending legal issues include the implementation of the Paid Sick Leave law and the tackling of Other Post-Employment Benefits (OPEB) and other unfunded liabilities.

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