



Thursday, May 25, 2017
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 March 23, 2017
 - b) April 2017 financial reports
 - 3) Discussion/Action Items 2:10 p.m.
 - a) Board Resignation Drew Corbett
 - b) Appointment to Board Vacancy Drew Corbett
 - c) State Treasurer Steering Committee Appointees Drew Corbett
 - d) Volunteer of the Year Award Proposal Drew Corbett
 - e) 2017 Annual Conference Final Reporting Drew Corbett
 - f) Neil Kupchin Contracts Kate Zawadzki
 - g) Survey Firm Scope of Services Kate Zawadzki
 - 4) Committee Reports 3:00 p.m.
 - a) Administration Kate Zawadzki
 - b) Career Development Carrie Corder
 - c) Communications Committee Steve Heide
 - d) Conference Site Selection Joan Michaels Aguilar
 - e) Membership Ernie Reyna
 - f) Professional Standards & Recognition Craig Boyer
 - g) Program Ronnie Campbell
 - h) Technology Damien Charlety
 - 5) Chapter Roundtable 3:25 p.m.

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| 6) League Policy Committee Reports | 3:35 p.m. | |
| a) Community Services | | Tracey Hause |
| b) Environmental Quality | | Kathryn Downs |
| c) Governance, Transparency & Labor | | Stuart Schillinger |
| d) Housing, Community & Economic Development | | Don Harrison |
| e) Public Safety | | Robin Bertagna |
| f) Revenue & Taxation | | Marcus Pimentel |
| g) Transportation, Communications & Public Works | | Robin Borre |
| 7) Officer Reports | | |
| a) President | 3:45 p.m. | Drew Corbett |
| b) Past President | 3:50 p.m. | John Adams |
| c) President-Elect | 3:55 p.m. | Margaret Moggia |
| 7) Other Items | | |
| 8) Future Topics | | |
| 9) Next Meeting – Thursday, June 22, 2:00 p.m. – 4:00 p.m., via teleconference | | |
| 10) Adjournment | 4:00 p.m. | |

California Society of Municipal Finance Officers

Board of Directors Meeting Minutes

March 23, 2017

In Attendance

Drew Corbett
Margaret Moggia
John Adams
Chu Thai
Jennifer Wakeman
Jimmy Forbis
Scott Catlett
Craig Boyer
Kate Zawadzki
Mary Bradley
Ronnie Campbell
Viki Copeland
Lorena Quijano

Dave Glasser
Grace Castaneda
Carrie Corder
Steve Heide
Matt Pressey
Marc Puckett
Tracey Hause
Kathryn Downs
Sara Roush
David Cain
Mark Petrasso
Melissa Dixon

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met via teleconference on Thursday, March 23, 2017. President Drew Corbett convened the meeting and confirmed a quorum was in attendance at 2:03 p.m. He noted that Item E regarding the Case in Point discussion would be moved to the beginning of the agenda.

Consent Calendar

The Board addressed the consent calendar, which included minutes from the February 7 Board of Directors meeting and financials from February month-end. President-Elect Margaret Moggia moved to approve the consent calendar; Director Chu Thai seconded. The motion passed unanimously. There was some discussion regarding negative chapter fund balances on the financial reports, which the Administration Committee will review at its next meeting.

Case In Point Discussion

Program Committee Chair Ronnie Campbell introduced this item to the Board, noting that the Program Committee had requests regarding utilizing this type of presentation in future conferences. Preferably, the Committee would prefer Case In Point opportunities not be offered to sponsors, but if the Board chooses to continue it would request that CPE credits not be offered. The Board had a lengthy discussion regarding this topic, including an overview of how the Program Committee selections its sessions. President-Elect Moggia will reach out to the affected sponsors and then work with the Program and Host Committees to determine the best course of action.

Board Reimbursement for Chapter Meeting Attendance

Past President John Adams introduced to the Board a proposal to reimburse Board members for travel expenses associated with their role as Board/Chapter Liaisons. The mileage reimbursement would be allowed for attendance at a chapter meeting beyond their local chapter, and the budget

would be amended to include up to \$2500 for this new expense. President-Elect Moggia moved to approve; Director Jennifer Wakeman seconded. The motion passed unanimously. The Administration Committee will note this edit to the administrative policy handbook.

Request for GFOA Reception Budget Amendment

President Corbett presented to the Board a request to increase the budget for the CSMFO reception at the GFOA conference in May from \$5,000 to \$10,000. Past President Adams moved to approve the request; Director Thai seconded. The motion passed unanimously.

CalPERS Task Force

President-Elect Moggia discussed with the Board the possibility of creating a CSMFO CalPERS Task Force, as members seem to be looking to CSMFO for guidance. After some discussion it was decided that the Executive Committee would draft parameters for this new ad hoc body, and return to the Board for approval.

GFOA Liaison Process

Professional Standards & Recognition Committee Chair Craig Boyer presented to the Board a new process for the GFOA liaisons to follow. The recommendation included a written script to be provided to all award presenters; an eligibility and prioritization process for identifying eligible and prioritizing eligible presentations; and presenter selection procedures that would enable the committee to develop a comprehensive database of presenter volunteers. Past President Adams moved to approve the recommendations as presented, President-Elect Moggia seconded. The motion passed unanimously.

2017 Action Plan

Executive Director Dixon presented to the Board the final 2017 Action Plan, as amended and submitted by individual committees and collated into one document. Director Wakeman moved to approve the Action Plan as presented, and Director Thai seconded. The motion passed unanimously.

Committee Reports

Administration

Administration Committee Chair Kate Zawadzki shared with the Board that the committee is working in conjunction with the Career Development Committee to finalize outstanding vendor contracts.

Career Development

Career Development Committee Chair Carrie Corder noted that four core courses had been conducted so far this year, with eleven more planned through July. She noted that the information for the next three webinars would be shared with the members of the Alaska Government Finance Officers Association (AGFOA), in an effort to assist in delivering education to their geographically challenging state.

Communications

Communications Committee Chair Steve Heide shared with the Board that the committee is working on policies to govern the use of logos and email communications, and well as planning the May issue of the CSMFO Magazine.

Membership

Membership Committee Vice Chair Grace Castaneda shared that the committee is working on an exit survey for nonrenewed members, as well as looking at underserved areas to target membership promotion.

Professional Standards & Recognition

Professional Standards & Recognition Committee Chair Boyer informed the Board that the committee conducted a debrief on the 2016 awards season and met with a representative from the software platform Award Force, looking for ways to enhance the program for 2017. They are also looking at developing TED-Talk-like instructive videos on SB 1029 regarding CDIAC accountability reports.

Technology

Technology Committee Vice Chair Matt Pressey informed the Board that the committee was researching telemeeting options and technological workflow management tools.

President Report

President Corbett informed the Board that he had represented CSMFO at the Oregon Government Finance Officers Association (OGFOA) Annual Conference in March, and that he is conducting bi-monthly calls with all the committee chairs to foster cross-communications.

President-Elect Report

President-Elect Moggia informed the Board that the first meeting of the 2018 Host Committee was held via teleconference on March 17, and the first in-person meeting will be immediately following a site tour on April 17 in Riverside.

Other Business

Executive Director Melissa Dixon reminded the leadership that submissions for the 2016 Annual Report were due January 15, and that a conference schedule for the leadership would be distributed by the end of the month.

The next meeting was originally scheduled for April 27, but will be rescheduled so as not to conflict with the CMTA Annual Conference.

President Corbett adjourned the meeting at 3:41 p.m.

Respectfully submitted,

Melissa Dixon
Executive Director

	Apr 30, 17	Apr 30, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1005 · Bank of America				
1050 · Chapter Fund Balances				
1050.03 · North Coast	270.00	25.00	245.00	980.0%
1050.04 · Sacramento Valley	1,645.76	1,159.62	486.14	41.92%
1050.05 · East Bay (SF)	979.41	0.00	979.41	100.0%
1050.06 · Central Valley	191.14	15.00	176.14	1,174.27%
1050.07 · Peninsula	1,887.87	0.00	1,887.87	100.0%
1050.08 · Monterey Bay	2,777.11	3,074.47	(297.36)	(9.67%)
1050.09 · South San Joaquin	1.24	0.00	1.24	100.0%
1050.10 · Central Coast	(574.18)	0.00	(574.18)	(100.0%)
1050.11 · Channel Counties	5,196.64	1,601.64	3,595.00	224.46%
1050.12 · San Gabriel Valley	(394.08)	(231.35)	(162.73)	(70.34%)
1050.13 · Central Los Angeles	1,146.01	1,265.07	(119.06)	(9.41%)
1050.14 · South Bay (LA)	4,076.29	3,047.51	1,028.78	33.76%
1050.15 · Desert Mountain	110.00	0.00	110.00	100.0%
1050.16 · Orange County	9,468.09	6,516.90	2,951.19	45.29%
1050.17 · Inland Empire	4,756.72	1,506.14	3,250.58	215.82%
1050.18 · Coachella Valley	982.77	0.00	982.77	100.0%
1050.19 · San Diego County	1,924.88	3,153.39	(1,228.51)	(38.96%)
Total 1050 · Chapter Fund Balances	34,445.67	21,133.39	13,312.28	62.99%
1005 · Bank of America - Other	211,172.53	125,785.29	85,387.24	67.88%
Total 1005 · Bank of America	245,618.20	146,918.68	98,699.52	67.18%
1040 · Investments LAIF	886,526.44	880,736.84	5,789.60	0.66%
Total Checking/Savings	1,132,144.64	1,027,655.52	104,489.12	10.17%
Accounts Receivable				
1100 · Accounts receivable	3,014.37	9,567.50	(6,553.13)	(68.49%)
Total Accounts Receivable	3,014.37	9,567.50	(6,553.13)	(68.49%)
Other Current Assets				
1120 · A/R - CSMFO Database	7,472.00	0.00	7,472.00	100.0%
1105 · Prepaid Taxes	0.00	615.00	(615.00)	(100.0%)
1080 · Undeposited Funds	18.00	0.00	18.00	100.0%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin Fees	0.00	11,605.50	(11,605.50)	(100.0%)
Total 1250 · Prepaid Expense - General	0.00	11,605.50	(11,605.50)	(100.0%)
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	4,500.00	5,500.00	(1,000.00)	(18.18%)
1264 · Conference Services	574.12	406.55	167.57	41.22%
Total 1260 · Prepaid Expense Conference	5,074.12	5,906.55	(832.43)	(14.09%)

	Apr 30, 17	Apr 30, 16	\$ Change	% Change
Total Other Current Assets	12,564.12	18,127.05	(5,562.93)	(30.69%)
Total Current Assets	1,147,723.13	1,055,350.07	92,373.06	8.75%
Other Assets				
1500 · CSMFO/SMA Database AR	54,000.00	0.00	54,000.00	100.0%
Total Other Assets	54,000.00	0.00	54,000.00	100.0%
TOTAL ASSETS	1,201,723.13	1,055,350.07	146,373.06	13.87%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	44,636.77	9,952.36	34,684.41	348.5%
Total Accounts Payable	44,636.77	9,952.36	34,684.41	348.5%
Other Current Liabilities				
2003 · A/P Other- SMA Conference	28,566.00	23,761.50	4,804.50	20.22%
2005 · Distinguished Service Awards	0.00	500.00	(500.00)	(100.0%)
2010 · Deferred Revenue - Conference				
2019 · Conference Banquet	0.00	195.00	(195.00)	(100.0%)
2021 · Conference PreConf-SessionB	0.00	150.00	(150.00)	(100.0%)
Total 2010 · Deferred Revenue - Conference	0.00	345.00	(345.00)	(100.0%)
Total Other Current Liabilities	28,566.00	24,606.50	3,959.50	16.09%
Total Current Liabilities	73,202.77	34,558.86	38,643.91	111.82%
Total Liabilities	73,202.77	34,558.86	38,643.91	111.82%
Equity				
3100 · Net Assets-Chapters	34,445.67	21,133.39	13,312.28	62.99%
3020 · Retained earnings	788,521.94	786,842.30	1,679.64	0.21%
Net Income	305,552.75	212,815.52	92,737.23	43.58%
Total Equity	1,128,520.36	1,020,791.21	107,729.15	10.55%
TOTAL LIABILITIES & EQUITY	1,201,723.13	1,055,350.07	146,373.06	13.87%

	Apr 17	Jan-Apr 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan -Apr17	Jan-Apr 16	\$ Change	% Change
OPERATING REVENUES										
4100 · Membership Dues	7,965.00	223,312.25	205,127.00	18,185.25	108.87%	223,200.00	223,312.25	208,115.00	15,197.25	7.30%
4200 · Interest Income	1,692.81	3,197.42	1,500.00	1,697.42	213.16%	3,000.00	3,197.42	1,528.80	1,668.62	109.15%
4302 · Website Magazine Ads	12,305.00	55,902.49	60,002.00	(4,099.51)	93.17%	151,000.00	55,902.49	61,266.00	(5,363.51)	-8.75%
4306 · Website Ads	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00%
4490 · Budget/CAFR Fees	0.00	250.00	550.00	(300.00)	45.46%	16,100.00	250.00	650.00	(400.00)	-61.54%
TOTAL OPERATING REVENUES	21,962.81	282,662.16	267,179.00	15,483.16	105.8%	393,300.00	282,662.16	271,559.80	11,102.36	104.09%
OPERATING EXPENSES										
6255 · GFOA Reception	1,300.00	1,300.00	0.00	1,300.00	100.0%	5,000.00	1,300.00	0.00	1,300.00	0.00%
6105 · Marketing/Membership	0.00	375.00	0.00	375.00	100.0%	0.00	375.00	0.00	375.00	0.00%
6106 · Storage Expense	120.77	397.28	191.16	206.12	207.83%	589.16	397.28	170.06	227.22	0.00%
6110 · President's Expense	225.47	1,092.77	1,700.00	(607.23)	64.28%	6,000.00	1,092.77	727.70	365.07	0.00%
6115 · Board of Directors	0.00	2,477.21	1,533.32	943.89	161.56%	4,600.00	2,477.21	2,174.45	302.76	0.00%
6120 · Committee/Chapter Support	195.81	195.81	833.32	(637.51)	23.5%	2,500.00	195.81	0.00	195.81	0.00%
6125 · Board Planning Session-Retreat	0.00	0.00	0.00	0.00	0.0%	31,700.00	0.00	0.00	0.00	0.00%
6140 · Management Services	36,034.46	73,647.20	70,810.86	2,836.34	104.01%	268,479.00	73,647.20	70,810.86	2,836.34	4.01%
6150 · Office Supplies	36.99	118.28	100.00	18.28	118.28%	300.00	118.28	47.95	70.33	0.00%
6155 · Merchant Fees/Bank Chgs.	2,073.10	14,342.43	8,939.71	5,402.72	160.44%	25,000.00	14,342.43	16,050.71	(1,708.28)	-10.64%
6160 · Awards	0.00	481.98	143.15	338.83	336.7%	5,000.00	481.98	143.15	338.83	0.00%
6165 · Printing	20.36	104.23	5,926.53	(5,822.30)	1.76%	13,500.00	104.23	3,426.53	(3,322.30)	0.00%
6170 · Magazine	400.00	2,895.78	2,251.01	644.77	128.64%	15,000.00	2,895.78	5,187.84	(2,292.06)	0.00%
6175 · Postage	20.41	154.30	1,366.34	(1,212.04)	11.29%	2,000.00	154.30	1,048.95	(894.65)	0.00%
6185 · Telephone/Bridge Calls	75.06	438.08	1,437.80	(999.72)	30.47%	5,100.00	438.08	1,137.05	(698.97)	0.00%
6190 · Web and Technology	802.00	3,463.95	6,333.32	(2,869.37)	54.69%	19,000.00	3,463.95	8,078.00	(4,614.05)	-57.12%
6200 · Travel/Staff Expenses	0.00	0.00	333.32	(333.32)	0.0%	1,000.00	0.00	0.00	0.00	0.00%
6220 · Audit & Tax Filing	0.00	0.00	0.00	0.00	0.0%	9,500.00	0.00	0.00	0.00	0.00%
6230 · Insurance	0.00	1,160.00	1,450.00	(290.00)	80.0%	2,000.00	1,160.00	1,690.00	(530.00)	0.00%
6246 · Prior Year Taxes	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00%
6240 · Taxes	8,360.00	8,360.00	6,926.62	1,433.38	120.69%	20,000.00	8,360.00	7,083.00	1,277.00	554.66%
6250 · Miscellaneous	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	0.00	424.85	(424.85)	0.0%	0.00	0.00	424.85	(424.85)	0.00%
TOTAL OPERATING EXPENSES	49,664.43	111,004.30	110,701.31	302.99	100.27%	436,268.16	111,004.30	118,201.10	(7,196.80)	93.91%
NET OPERATIONG REVENUE	(27,701.62)	171,657.86	156,477.69	15,180.17	109.7%	(42,968.16)	171,657.86	153,358.70	18,299.16	111.93%

	Apr 17	Jan-Apr 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan -Apr17	Jan-Apr 16	\$ Change	% Change
PROGRAM REVENUES										
4503 · Contributions and Donations	(300.00)	0.00	2,500.00	(2,500.00)	0.0%	5,000.00	0.00	0.00	0.00	0.00%
4505 · Webinar	50.00	1,075.00	1,000.00	75.00	107.5%	3,000.00	1,075.00	275.00	800.00	290.91%
4520 · Weekend Training	(1,575.00)	(1,275.00)	0.00	(1,275.00)	100.0%	20,000.00	(1,275.00)	0.00	(1,275.00)	0.00%
4570 · Intro to Government	1,350.00	8,400.00	13,345.00	(4,945.00)	62.95%	19,800.00	8,400.00	11,550.00	(3,150.00)	0.00%
4580 · Presentation/Fiscal Policy	(300.00)	(150.00)	4,984.00	(5,134.00)	(3.01%)	12,000.00	(150.00)	5,250.00	(5,400.00)	0.00%
4590 · Intermediate Government Acct	2,550.00	20,625.00	16,500.00	4,125.00	125.0%	49,500.00	20,625.00	21,000.00	(375.00)	-1.79%
4594 · CMTA/CSMFO Course	0.00	1,859.02	3,750.00	(1,890.98)	49.57%	3,750.00	1,859.02	3,420.00	(1,560.98)	-45.64%
4595 · Revenue Fundamentals I	0.00	0.00	5,000.00	(5,000.00)	0.0%	15,000.00	0.00	0.00	0.00	0.00%
4596 · Revenue Fundamentals II	0.00	0.00	2,500.00	(2,500.00)	0.0%	7,500.00	0.00	0.00	0.00	0.00%
TOTAL PROGRAM REVENUES	1,775.00	30,534.02	49,579.00	(19,044.98)	442.01%	135,550.00	30,534.02	41,495.00	(10,960.98)	-26.42%
PROGRAM EXPENSES										
6494 · Webinar Expenses	0.00	0.00	833.32	(833.32)	0.0%	2,500.00	0.00	0.00	0.00	0.00%
6594 · CMTA/CSMFO Course Exp	0.00	0.00	1,300.00	(1,300.00)	0.0%	1,300.00	0.00	1,300.34	(1,300.34)	0.00%
6420 · Weekend Trainings	0.00	0.00	8,333.32	(8,333.32)	0.0%	25,000.00	0.00	0.00	0.00	0.00%
6430 · Intro to Government	0.00	0.00	6,400.00	(6,400.00)	0.0%	19,200.00	0.00	1,057.62	(1,057.62)	0.00%
6450 · Presentation/Fiscal Policy	0.00	0.00	6,175.54	(6,175.54)	0.0%	16,792.00	0.00	4,500.21	(4,500.21)	0.00%
6480 · Intermediate Governmental Acct.	5,883.64	12,728.55	14,265.44	(1,536.89)	89.23%	41,700.00	12,728.55	14,171.81	(1,443.26)	0.00%
6490 · Government Acctg	786.44	1,800.17	0.00	1,800.17	100.0%	0.00	1,800.17	0.00	1,800.17	0.00%
6595 · Revenue Fundamental I	0.00	0.00	4,221.32	(4,221.32)	0.0%	12,664.00	0.00	0.00	0.00	0.00%
6596 · Revenue Fundamental II	3,200.00	3,200.00	0.00	0.00	0.0%	0.00	3,200.00	0.00	3,200.00	0.00%
TOTAL PROGRAM EXPENSES	9,870.08	17,728.72	41,528.94	(27,000.22)	1.89	169,156.00	17,728.72	21,029.98	(3,301.26)	0.00
NET PROGRAM REVENUE	(8,095.08)	12,805.30	8,050.06	4,755.24	159.07%	(33,606.00)	12,805.30	20,465.02	(7,659.72)	-37.43%
OTHER Revenue										
4999 · Unknown/Unallocated	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	1,310.00	(1,310.00)	-100.00%
TOTAL OTHER Revenue	0.00	0.00	0.00	0.00	0.0%	(33,606.00)	0.00	1,310.00	(1,310.00)	0.00%
OTHER EXPENSES										
6970 · Branding & Style Guide	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	6,750.00	(6,750.00)	-100.00%
6990 · Database Development	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00	0.00%
9950 · Prior Period Adjustment	0.00	(1,053.62)	0.00	(1,053.62)	100.0%	0.00	(1,053.62)	0.00	(1,053.62)	0.00%
TOTAL OTHER EXPENSES	0.00	(1,053.62)	0.00	(1,053.62)	100.0%	0.00	(1,053.62)	6,750.00	(6,750.00)	0.00%
CHAPTER REVENUE	6,156.00	30,895.00	30,636.00	259.00	100.85%	90,000.00	30,895.00	30,856.00	39.00	0.13%
CHAPTER EXPENSES	11,220.99	32,776.52	14,175.52	18,601.00	231.22%	80,000.00	32,776.52	12,737.52	20,039.00	157.32%
NET CHAPTER REVENUE	(5,064.99)	(1,881.52)	16,460.48	(18,342.00)	0.0%	10,000.00	(1,881.52)	18,118.48	(20,000.00)	-110.38%

	Apr 17	Jan-Apr 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan -Apr17	Jan-Apr 16	\$ Change	% Change
TOTAL CONFERENCE REVENUE	4,975.00	823,750.49	728,830.00	94,920.49	113.02%	729,650.00	823,750.49	861,905.00	(38,154.51)	-4.43%
TOTAL CONFERENCE EXPENSES	10,757.21	701,833.00	753,965.00	(52,132.00)	93.09%	754,795.00	701,833.00	835,591.68	(133,758.68)	0.00%
NET CONFERENCE REVENUE	(5,782.21)	121,917.49	(25,135.00)	147,052.49	140.96%	(25,145.00)	121,917.49	26,313.32	95,604.17	363.33%
TOTAL NET REVENUE	(46,643.90)	305,552.75	155,853.23	149,699.52	196.05%	(41,719.16)	305,552.75	212,815.52	92,737.23	43.58%

	Central Coast	Central Los Angeles	Central Valley	Channel Counties	Coachella Valley	East Bay	Inland Empire	Monterey Bay	Orange County
Ordinary Income/Expense									
Income									
4500 · PROGRAM REVENUES									
4501 · Chapter Income									
4501.04 · Sacramento Valley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.00	1,335.00	0.00	0.00	0.00
4501.06 · Central Valley	0.00	0.00	616.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.07 · Peninsula	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,869.00	0.00
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.10 · Central Coast	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.11 · Channel Counties	0.00	0.00	0.00	2,515.00	0.00	0.00	0.00	0.00	0.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.13 · Central Los Angeles	0.00	995.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.14 · South Bay (LA)	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4501.16 · Orange County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,590.00
4501.17 · Inland Empire	0.00	0.00	0.00	0.00	0.00	0.00	13,030.00	0.00	0.00
4501.18 · Coachella Valley	0.00	0.00	0.00	0.00	1,275.00	0.00	0.00	0.00	0.00
4501.19 · San Diego County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4501 · Chapter Income	100.00	1,045.00	616.00	2,515.00	1,275.00	1,335.00	13,030.00	1,869.00	5,590.00
Total 4500 · PROGRAM REVENUES	100.00	1,045.00	616.00	2,515.00	1,275.00	1,335.00	13,030.00	1,869.00	5,590.00
Total Income	100.00	1,045.00	616.00	2,515.00	1,275.00	1,335.00	13,030.00	1,869.00	5,590.00
Gross Profit	100.00	1,045.00	616.00	2,515.00	1,275.00	1,335.00	13,030.00	1,869.00	5,590.00
Expense									
6400 · PROGRAM EXPENSES									
6401 · Chapter Expenses									
6401.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.00	3,080.55	0.00	0.00	0.00
6401.06 · Central Valley	0.00	0.00	678.54	0.00	0.00	0.00	0.00	0.00	0.00
6401.07 · Peninsula	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6401.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,861.67	0.00
6401.09 · South San Joaquin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6401.11 · Channel Counties	0.00	0.00	0.00	4,144.87	0.00	0.00	0.00	0.00	0.00

	Central Coast	Central Los Angeles	Central Valley	Channel Counties	Coachella Valley	East Bay	Inland Empire	Monterey Bay	Orange County
6401.12 · San Gabriel Valley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6401.16 · Orange County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,627.11
6401.17 · Inland Empire	0.00	0.00	0.00	0.00	0.00	0.00	9,908.03	0.00	0.00
6401.18 · Coachella Valley	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00
6401.19 · San Diego County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6401 · Chapter Expenses	0.00	0.00	678.54	4,144.87	1,000.00	3,080.55	9,908.03	1,861.67	7,627.11
Total 6400 · PROGRAM EXPENSES	0.00	0.00	678.54	4,144.87	1,000.00	3,080.55	9,908.03	1,861.67	7,627.11
Total Expense	0.00	0.00	678.54	4,144.87	1,000.00	3,080.55	9,908.03	1,861.67	7,627.11
Net Ordinary Income	100.00	1,045.00	(62.54)	(1,629.87)	275.00	(1,745.55)	3,121.97	7.33	(2,037.11)
Net Income	100.00	1,045.00	(62.54)	(1,629.87)	275.00	(1,745.55)	3,121.97	7.33	(2,037.11)

	Peninsula	Sacramento o Valley	San Diego	San Gabriel Valley	South San Joaquin	TOTAL
Ordinary Income/Expense						
Income						
4500 · PROGRAM REVENUES						
4501 · Chapter Income						
4501.04 · Sacramento Valley	0.00	400.00	0.00	0.00	0.00	400.00
4501.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.00	1,335.00
4501.06 · Central Valley	0.00	0.00	0.00	0.00	0.00	616.00
4501.07 · Peninsula	(120.00)	0.00	0.00	0.00	0.00	(120.00)
4501.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.00	1,869.00
4501.09 · South San Joaquin	0.00	0.00	0.00	0.00	825.00	825.00
4501.10 · Central Coast	0.00	0.00	0.00	0.00	0.00	100.00
4501.11 · Channel Counties	0.00	0.00	0.00	0.00	0.00	2,515.00
4501.12 · San Gabriel Valley	0.00	0.00	0.00	2,440.00	0.00	2,440.00
4501.13 · Central Los Angeles	0.00	0.00	0.00	0.00	0.00	995.00
4501.14 · South Bay (LA)	0.00	0.00	0.00	0.00	0.00	50.00
4501.16 · Orange County	0.00	0.00	0.00	0.00	0.00	5,590.00
4501.17 · Inland Empire	0.00	0.00	0.00	0.00	0.00	13,030.00
4501.18 · Coachella Valley	0.00	0.00	0.00	0.00	0.00	1,275.00
4501.19 · San Diego County	0.00	0.00	(25.00)	0.00	0.00	(25.00)
Total 4501 · Chapter Income	(120.00)	400.00	(25.00)	2,440.00	825.00	30,895.00
Total 4500 · PROGRAM REVENUES	(120.00)	400.00	(25.00)	2,440.00	825.00	30,895.00
Total Income	(120.00)	400.00	(25.00)	2,440.00	825.00	30,895.00
Gross Profit	(120.00)	400.00	(25.00)	2,440.00	825.00	30,895.00
Expense						
6400 · PROGRAM EXPENSES						
6401 · Chapter Expenses						
6401.05 · East Bay (SF)	0.00	0.00	0.00	0.00	0.00	3,080.55
6401.06 · Central Valley	0.00	0.00	0.00	0.00	0.00	678.54
6401.07 · Peninsula	530.00	0.00	0.00	0.00	0.00	530.00
6401.08 · Monterey Bay	0.00	0.00	0.00	0.00	0.00	1,861.67
6401.09 · South San Joaquin	0.00	0.00	0.00	0.00	689.28	689.28
6401.11 · Channel Counties	0.00	0.00	0.00	0.00	0.00	4,144.87

	Peninsula	Sacramento o Valley	San Diego	San Gabriel Valley	South San Joaquin	TOTAL
6401.12 · San Gabriel Valley	0.00	0.00	0.00	2,583.94	0.00	2,583.94
6401.16 · Orange County	0.00	0.00	0.00	0.00	0.00	7,627.11
6401.17 · Inland Empire	0.00	0.00	0.00	0.00	0.00	9,908.03
6401.18 · Coachella Valley	0.00	0.00	0.00	0.00	0.00	1,000.00
6401.19 · San Diego County	0.00	0.00	672.53	0.00	0.00	672.53
Total 6401 · Chapter Expenses	530.00	0.00	672.53	2,583.94	689.28	32,776.52
Total 6400 · PROGRAM EXPENSES	530.00	0.00	672.53	2,583.94	689.28	32,776.52
Total Expense	530.00	0.00	672.53	2,583.94	689.28	32,776.52
Net Ordinary Income	(650.00)	400.00	(697.53)	(143.94)	135.72	(1,881.52)
Net Income	(650.00)	400.00	(697.53)	(143.94)	135.72	(1,881.52)



Melissa Dixon <mdixon@smithmooreassoc.com>

Resignation from CSMFO Board

1 message

Chu Thai <chu.thai@gmail.com>

Tue, May 16, 2017 at 7:44 AM

To: dcorbett@cityofsanmateo.org

Cc: John Adams <jadams@toaks.org>, Margaret Moggia <margaretm@westbasin.org>, Melissa Dixon <melissa.dixon@staff.csmfo.org>, Chu Thai <chu.thai@gmail.com>

May 16, 2017

Drew Corbett, President

CSMFO

700 R Street, Suite 200

Sacramento, California 95811

Dear Drew,

Due to some unfortunate circumstances occurring within my career, I must resign from my board position with CSMFO. I have truly enjoyed all the benefits offered to me by CSMFO, and have made significant efforts to make the organization better through the years.

Thank you.

Chu Thai

Date: May 25, 2017

To: CSMFO Board of Directors

From: Drew Corbett, President

Re: Board Vacancy

On May 16th, Chu Thai informed me that he was resigning from the CSMFO Board of Directors to focus on resolving some issues related to his employment with the City of Monterey Park. Regarding vacancies on the Board of Directors, the CSMFO bylaws (Section G.4) state:

If any director's office becomes vacant during his/her regular term of office, it shall be filled for the unexpired term by a vote of the board of directors from a list of not more than three names submitted by the president.

I suggested to the Executive Committee that Steve Heide be presented as the preferred candidate for the Board's approval, and the Executive Committee agreed with that suggestion. I have spoken with Steve and he is willing to take on this position if approved by the Board.

As you are aware, Steve has been a valuable member of our organization for a number of years, including serving as the Chair of multiple committees. He has been nominated for a position on the Board of Directors in the past, and I think he would be an excellent candidate to fill this vacancy.

I respectfully request the Board's support in approving Steve to fulfill the remaining term, which runs through January 2019, of the recently vacated seat on the Board.



JOHN CHIANG
TREASURER
STATE OF CALIFORNIA

May 12, 2017

Ms. Melissa Dixon
Executive Director
California Society of Municipal Finance Officers
700 R Street, Suite 200
Sacramento, CA 95811

Dear Ms. Dixon:

I am writing to request your support for an initiative that I believe will significantly improve the future for all Californians. In my biennial plan for harnessing the resources of the State Treasurer's Office, I proposed creating a certificate training program for elected and appointed officials in the area of debt issuance and administration. Such a program recognizes that these individuals are regularly called upon to make decisions about the use of public resources that obligate public agencies to long-term financial commitments. But because of the nature of the municipal securities market, they must often rely on external consultants who may have conflicts or recommend actions that run contrary to the long-term interests of the community.

To better equip elected and appointed officials to fulfill their duties as fiduciaries, I am proposing to develop an on-demand, electronic training program that provides them an understanding of the basic principles and concepts underlying the issuance and administration of public debt. I have commissioned the California Debt and Investment Advisory Commission (CDIAC) to harness the expertise of public finance professionals and to join with you in identifying and addressing the needs of local elected and appointed officials.

At this time, I would like to ask you to nominate two individuals to represent the California Society of Municipal Finance Officers on a steering committee that my office will chair. The steering committee will direct CDIAC in its efforts to produce a "gold standard" training program for local elected and appointed officials. I ask that you identify these individuals by June 1, 2017. It is my expectation that we will convene the first meeting of the steering committee within two weeks of receiving your nominations and those of allied organizations representing the interests of local governments in California.

Ms. Melissa Dixon

May 12, 2017

Page Two

In the interim, please feel free to contact Mark Campbell, Executive Director of CDIAC, with any questions, comments, or recommendations. Mr. Campbell will be staffing the steering committee and will happily introduce you or your staff to the vision and scope of the project.

I want to thank you in advance for your dedication to the welfare of California. I am encouraged by the opportunity to join with you in producing an innovative and uniquely designed program that meets the specific needs of your constituents.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Chiang", is written over the typed name and title.

JOHN CHIANG
California State Treasurer

To: CSMFO Board of Directors

From: Drew Corbett, President

Re: Volunteer of the Year Award

In an effort to continue to find ways to recognize the efforts of our CSMFO volunteers, the Executive Committee is proposing a new award program for the Board's consideration. The details of the proposed award program, as written for inclusion in our administrative handbook, are provided below:

Award Program for Volunteer of the Year

The "VOLUNTEER OF THE YEAR" award nomination and selection process is conducted by the Executive Committee and presented at the annual conference by the President. The objectives are to recognize outstanding volunteer efforts and participation, while also providing an avenue for volunteers to recognize each other. Nominations shall be due at least three (3) months prior to the Annual Conference. The Executive Committee will review nominations annually and select one Volunteer of the Year recipient. At its discretion after the review process concludes, the Executive Committee may choose to not bestow this award, or to bestow this award to multiple recipients. Nominations must be submitted by a CSMFO member with involvement either on a committee or at the leadership level (chair or vice chair) of any local chapter.

The Executive Committee appreciates the Board's consideration of this proposal.



CSMFO BOARD REPORT

FROM: Teri Anticevich & Janet Salvetti, M&AMS, Inc.

SUBJECT: 2017 CONFERENCE UPDATE

On February 7 – 10, 2017 CSMFO hosted its 57th Annual Conference, *Venture to the Capital* in Sacramento CA. The event was held at the Sacramento Downtown Hyatt as well as the Convention Center. The last time the conference was hosted in Sacramento was 2003 and the attendance was 646. As you will see later in this report, the attendance almost doubled since the last time we visited Sacramento.

The Conference was chaired by Drew Corbett, 2017 CSMFO President. He chose as his committee a seasoned group of CSMFO members, many of whom have participated on a host committee in the past. Many thanks are extended to the committee for their knowledge of CSMFO, conference dynamics and their commendable planning skills. The committee was aptly supported by the program committee who once again presented an exceptional array of sessions.

CONFERENCE REPORT

The number of registered attendees for the past 8 conferences is reflected below:

<i>Location</i>	<i>Year</i>	<i>Number Registered.</i>
Los Angeles	2010	N/A
Burlingame	2011	N/A
Anaheim – Disneyland	2012	909
Oakland	2013	823
Palm Springs	2014	878
Monterey	2015	949
Anaheim	2016	1302
Sacramento	2017	1151

From the last time we were in Sacramento this represents a conference attendance growth of 78%. We are extremely pleased with the growth in the

attendance in both the Northern and Southern California locations over the past seven years!

One of our measurements of the Conference success is the attendee comments provided in their response to the survey. We take these responses very seriously in making recommendations for the next Conference. For the Board of Directors, a review of the survey responses is well worth the time spent. To review all of the survey responses please copy the attached links into your browser:

- Attendee link: <https://www.surveymonkey.com/results/SM-CXCZPRCH/>

Noted by several in the responses, the Hyatt (serving as the conference hotel) did not have sufficient rooms for our attendees. We did offer overflow hotels which were utilized and shuttle service which was not as utilized as we expected.

However, we suspected, and did validate in the survey responses, that members are reserving the Conference hotel before they registered for the conference. Many of these individuals do not subsequently register for the conference and are cancelling their rooms after the cut off dates for room reservations. Therefore, those attending are forced to find other accommodations as our room block pick up declines. Since we have been experiencing this conundrum for the past 3 years, we will be offering alternatives to the 2018 Host Committee in an attempt to mitigate this situation.

FINANCIAL RESULTS

Last fall the Board of Directors approved a conference budget which was presented with a potential deficit of \$25,000. At the time we believed we fairly represented the estimated attendance. However, attendance did exceed our estimate and management of the fixed expenditures reduced our potential spending.

We are pleased to report that the conference not only made up the anticipated budget deficit but recognized a profit of \$118,000. Attached to this report is the final conference budget vs actual statement. We are prepared to review any and all line items with the Board.

In 2014 the Board requested SMA to perform an analysis of merchant fees with the expressed intent of determining if some of the fees should be considered an expense of the conference. The results determined that 56% of the fees in that year were conference related. The amount for the 2017 conference will not be determined until year end. As a point of reference, for the 2016 conference \$19,382 in merchant fees was attributed to the conference for that year. Therefore, the Board should anticipate that the 2017 conference net income will be reduced by a similar amount.

SUMMARY

Once again it has been a pleasure to serve CSMFO as your conference coordinators. We would like to thank the Board of Directors, the Host Committee led by Drew Corbett and SMA for their commitment to making the 2017 Annual Conference such a success. We look forward to another successful year as we “go South” to Riverside for the 2018 Conference, “Mission: Possible”.

California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

	<u>Jan - May 17</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8000 · Conference Revenue				
8100 · Government Registrations				
8105 · Conf-Gov-Full-Early-Non	5,850.00	10,200.00	(4,350.00)	57.35%
8106 · Conf-Gov-Full-Norm-Non	4,480.00	560.00	3,920.00	800.0%
8108 · Conf-Gov-Daily-Early-Non	1,100.00	1,375.00	(275.00)	80.0%
8109 · Conf-Gov-Daily-Norm-Non	3,600.00	600.00	3,000.00	600.0%
8110 · Conf-Gov-Full-Early-Mem	195,120.00	172,050.00	23,070.00	113.41%
8115 · Conf-Gov-Full-Norm-Mem	38,895.00	25,200.00	13,695.00	154.35%
8120 · Conf-Gov-Daily-Early-Mem	1,200.00	1,600.00	(400.00)	75.0%
8125 · Conf-Gov-Daily-Norm-Mem	2,425.00	1,350.00	1,075.00	179.63%
8150 · Conf-Gov-Full-OnSite-Non	665.00	1,330.00	(665.00)	50.0%
8155 · Conf-Gov-Full-OnSite-Mem	2,625.00	1,050.00	1,575.00	250.0%
Total 8100 · Government Registrations	<u>255,960.00</u>	<u>215,315.00</u>	<u>40,645.00</u>	<u>118.88%</u>
8200 · Commercial Registrations			0.00	
8225 · Conf-Com-Exhibitor-Addn	55,415.00	69,000.00	(13,585.00)	80.31%
8230 · Conf-Com-Full-Norm-Non	16,330.00	14,200.00	2,130.00	115.0%
8231 · Conf-Com-Full-Late-Non	3,140.00		3,140.00	100.0%
8235 · Conf-Com Member-Full Reg-Normal	27,910.00	18,450.00	9,460.00	151.27%
8236 · Conf-Com-Full-Late-Mem	2,025.00	675.00	1,350.00	300.0%
8245 · Conf-Com-Daily-Norm-Mem	9,000.00	750.00	8,250.00	1,200.0%
8250 · Conf-Com-Daily-Late-Mem	1,275.00	1,275.00	0.00	100.0%
8260 · Conf-Com-Daily-Norm-Non	3,475.00	1,720.00	1,755.00	202.04%
8265 · Conf-Com-Daily-Late-Non	2,400.00	1,440.00	960.00	166.67%
Total 8200 · Commercial Registrations	<u>120,970.00</u>	<u>107,510.00</u>	<u>13,460.00</u>	<u>112.52%</u>
8300 · Pre-Conference Registrations				
8371 · PreConference-SessionA	7,650.00	13,500.00	(5,850.00)	56.67%
8373 · PreConference-Session B	4,500.00	9,000.00	(4,500.00)	50.0%
Total 8300 · Pre-Conference Registrations	<u>12,150.00</u>	<u>22,500.00</u>	<u>(10,350.00)</u>	<u>54.0%</u>
8500 · Extra Meals				
8560 · Wed - Fri (indiv meal tickets)				
8565 · Banquet/After Hour Party	1,870.00	1,100.00	770.00	170.0%
Total 8500 · Extra Meals	<u>1,870.00</u>	<u>1,100.00</u>	<u>770.00</u>	<u>170.0%</u>
8600 · Event Registrations				
8610 · Golf	5,240.00	0.00	5,240.00	100.0%
8630 · Tennis	1,200.00	800.00	400.00	150.0%
Total 8600 · Event Registrations	<u>6,440.00</u>	<u>800.00</u>	<u>5,640.00</u>	<u>805.0%</u>
8700 · Exhibitors Fees				
8741 · Bronze Package-not for profit	0.00	1,200.00	(1,200.00)	0.0%
8703 · Sapphire Exhibitor	8,000.00	16,000.00	(8,000.00)	50.0%
8705 · Platinum Package	66,000.00	48,000.00	18,000.00	137.5%
8715 · Gold Package	40,500.00	40,500.00	0.00	100.0%
8725 · Silver Package	165,000.00	165,000.00	0.00	100.0%
8735 · Diamond Package	30,000.00	20,000.00	10,000.00	150.0%

California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

	Jan - May 17	Annual Budget	\$ Over Budget	% of Budget
8736 · Diamond Jubilee Package	30,000.00	15,000.00	15,000.00	200.0%
8740 · Bronze Package	35,700.00	36,000.00	(300.00)	99.17%
Total 8700 · Exhibitors Fees	375,200.00	341,700.00	33,500.00	109.8%
8800 · Sponsorships			0.00	
8865 · Non-Booth Bronze	3,000.00	1,500.00	1,500.00	200.0%
8836 · Non-Booth Titanium	7,000.00	7,000.00	0.00	100.0%
8840 · Non-Booth Platinum	5,000.00	5,000.00	0.00	100.0%
8850 · Non-Booth Gold	0.00	3,500.00	(3,500.00)	0.0%
8860 · Non-Booth Silver	6,000.00	4,000.00	2,000.00	150.0%
8870 · President's Dinner Sponsorship	5,630.49	5,000.00	630.49	112.61%
8872 · Additional Sponsorship Monies	13,030.00	8,000.00	5,030.00	162.88%
Total 8800 · Sponsorships	39,660.49	34,000.00	5,660.49	116.65%
8900 · Conference Miscellaneous			0.00	
8910 · Cancellation Fees	0.00	725.00	(725.00)	0.0%
8905 · Misc Conference Income	0.00	6,000.00	(6,000.00)	0.0%
8900 · Conference Miscellaneous - Other	10,500.00		10,500.00	100.0%
Total 8900 · Conference Miscellaneous	10,500.00	6,725.00	3,775.00	156.13%
Total 8000 · Conference Revenue	822,750.49	729,650.00	93,100.49	112.76%
9950 · Prior Period Adjustment	(1,053.62)	0.00	(1,053.62)	100.0%
9000 · Conference Expenses				
9100 · Food & Beverage				
9105 · Tuesday-Lunch-Volunteers	0.00	1,350.00	(1,350.00)	0.0%
9110 · Tuesday-Lunch-Board Meeting	0.00	525.00	(525.00)	0.0%
9125 · Wednesday-Lunch	40,776.42	44,200.00	(3,423.58)	92.25%
9130 · Wednesday-PM Break/Dessert	11,208.68	16,500.00	(5,291.32)	67.93%
9135 · Wednesday-Food-Exhibitor Recept	20,602.15	15,000.00	5,602.15	137.35%
9138 · Wednesday-Beverage-Exhibitor Re	5,499.92	5,000.00	499.92	110.0%
9140 · Thursday-Breakfast-Chapter Chai	1,198.33	1,680.00	(481.67)	71.33%
9143 · Thursday-Breakfast	37,011.22	33,600.00	3,411.22	110.15%
9145 · Thursday-Coffee Service	7,950.31	11,000.00	(3,049.69)	72.28%
9147 · Thursday-Lunch	45,323.41	46,800.00	(1,476.59)	96.85%
9148 · Thursday-PM Break	6,773.28	12,300.00	(5,526.72)	55.07%
9150 · Friday-Breakfast	23,966.55	24,750.00	(783.45)	96.84%
9152 · Friday-Coffee Service (Coffee	0.00	2,280.00	(2,280.00)	0.0%
9155 · Friday-Lunch	1,584.46		1,584.46	100.0%
9190 · Exhibit Hall Beverage Service	1,358.95	2,850.00	(1,491.05)	47.68%
9195 · Water for Sessions	2,443.20	1,900.00	543.20	128.59%
9100 · Food & Beverage - Other	1,715.20		1,715.20	100.0%
Total 9100 · Food & Beverage	207,412.08	219,735.00	(12,322.92)	94.39%
9200 · President's Dinners				
9210 · Tues-Board-Presidents-Dinner	24,854.68	22,835.00	2,019.68	108.85%

California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

	Jan - May 17	Annual Budget	\$ Over Budget	% of Budget
9220 · Entertain-Transport-Decor-Favor	6,076.95	8,140.00	(2,063.05)	74.66%
9250 · Pres Dinner-Out of State Guest	10,100.00	6,500.00	3,600.00	155.39%
Total 9200 · President's Dinners	41,031.63	37,475.00	3,556.63	109.49%
9300 · Banquet				
9310 · Thursday-Banquet-Music/Entertai	12,244.67	15,500.00	(3,255.33)	79.0%
9320 · Thursday-Banquet-Food/Bev	94,819.90	110,250.00	(15,430.10)	86.0%
9330 · Thursday-Banquet-Decorations	12,407.10	10,000.00	2,407.10	124.07%
9340 · Thursday-Banquet-Miscellaneous	52.51		52.51	100.0%
Total 9300 · Banquet	119,524.18	135,750.00	(16,225.82)	88.05%
9400 · Speakers/Meetings/Scholarships				
9410 · Speakers-Honorarium	38,800.00	42,500.00	(3,700.00)	91.29%
9420 · Speaker-Expenses-Lodging	2,000.48	2,579.00	(578.52)	77.57%
9430 · Speaker-Expenses-Transportation	2,730.82	6,500.00	(3,769.18)	42.01%
Total 9400 · Speakers/Meetings/Scholarships	43,531.30	51,579.00	(8,047.70)	84.4%
9450 · Comps				
9460 · Other Guests Lodging (OOS)	2,061.60	2,579.00	(517.40)	79.94%
9465 · Board Scholarships	2,565.50	5,498.00	(2,932.50)	46.66%
9450 · Comps - Other	171.80	688.00	(516.20)	24.97%
Total 9450 · Comps	4,798.90	8,765.00	(3,966.10)	54.75%
9475 · Meetings				
9476 · Audio Visual and Lighting	77,326.21	80,850.00	(3,523.79)	95.64%
9478 · General Session - Addl' product	11,627.70	12,210.00	(582.30)	95.23%
9479 · WiFi Internet	6,883.60	15,525.00	(8,641.40)	44.34%
9481 · Attendance Tracking/CPE	9,454.43	6,960.00	2,494.43	135.84%
9485 · Convention/Hotel Other Costs	22,725.30	21,722.00	1,003.30	104.62%
Total 9475 · Meetings	128,017.24	137,267.00	(9,249.76)	93.26%
9490 · Pre-Conference Workshop				
9494 · Food & Beverage	5,735.23	7,890.00	(2,154.77)	72.69%
9495 · Speaker Fees	1,180.99	5,000.00	(3,819.01)	23.62%
9496 · Pre-Conference-Other	2,008.80	2,340.00	(331.20)	85.85%
Total 9490 · Pre-Conference Workshop	8,925.02	15,230.00	(6,304.98)	58.6%
9500 · Exhibits				
9510 · Decorator Booth Fee	8,005.00	7,508.00	497.00	106.62%
9520 · Signage-Exhibit Hall	4,740.00	5,200.00	(460.00)	91.15%
9540 · Security	486.00	996.00	(510.00)	48.8%
9545 · Miscellaneous	17,773.14	17,035.00	738.14	104.33%
Total 9500 · Exhibits	31,004.14	30,739.00	265.14	100.86%
9600 · Entertainment/Gifts				
9610 · Conference Gifts/Attendees	24,889.47	27,500.00	(2,610.53)	90.51%
9620 · Speaker/Board/Committee Mement	2,358.53	3,800.00	(1,441.47)	62.07%
9630 · Gift Baskets (VIPs)	639.74	675.00	(35.26)	94.78%
Total 9600 · Entertainment/Gifts	27,887.74	31,975.00	(4,087.26)	87.22%
9700 · Event				

California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

	Jan - May 17	Annual Budget	\$ Over Budget	% of Budget
9732 · Tournament Expenses	1,063.68		1,063.68	100.0%
Total 9700 · Event	1,063.68		1,063.68	100.0%
9800 · Printing, Copying & Administrat				
9805 · Conference Marketing	0.00	1,000.00	(1,000.00)	0.0%
9810 · Conference Contract Services	63,112.61	54,569.00	8,543.61	115.66%
9815 · Printing	10,694.64	10,400.00	294.64	102.83%
9818 · Office/Telephones/Printer	1,176.05	0.00	1,176.05	100.0%
9820 · President Expenses	945.77	500.00	445.77	189.15%
9831 · Supplies-Badges-Ribbons-Etc	395.94	250.00	145.94	158.38%
9840 · Postage & Shipping	54.02	0.00	54.02	100.0%
9875 · Signage	1,583.15	500.00	1,083.15	316.63%
9890 · Conference Committee Expenses	10,132.86	10,918.00	(785.14)	92.81%
9895 · Staff Exp Inc. Lodging & Travel	3,407.88	8,143.00	(4,735.12)	41.85%
Total 9800 · Printing, Copying & Administrat	91,502.92	86,280.00	5,222.92	106.05%
Total 9000 · Conference Expenses	704,698.83	754,795.00	(50,096.17)	93.36%
	703,645.21	754,795.00	(51,149.79)	93.22%
	118,051.66	(25,145.00)	143,196.66	19.4%

California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

<u>Jan - May 17</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

<u>Jan - May 17</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

<u>Jan - May 17</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

8000 · Conference Revenue

8100 · Government Registrations

- 8105 · Conf-Gov-Full-Early-Non
- 8106 · Conf-Gov-Full-Norm-Non
- 8108 · Conf-Gov-Daily-Early-Non
- 8109 · Conf-Gov-Daily-Norm-Non
- 8110 · Conf-Gov-Full-Early-Mem
- 8115 · Conf-Gov-Full-Norm-Mem
- 8120 · Conf-Gov-Daily-Early-Mem
- 8125 · Conf-Gov-Daily-Norm-Mem
- 8150 · Conf-Gov-Full-OnSite-Non
- 8155 · Conf-Gov-Full-OnSite-Mem

Total 8100 · Government Registrations

8200 · Commercial Registrations

- 8225 · Conf-Com-Exhibitor-Addn
- 8230 · Conf-Com-Full-Norm-Non
- 8231 · Conf-Com-Full-Late-Non
- 8235 · Conf-Com Member-Full Reg-Normal
- 8236 · Conf-Com-Full-Late-Mem
- 8245 · Conf-Com-Daily-Norm-Mem
- 8250 · Conf-Com-Daily-Late-Mem
- 8260 · Conf-Com-Daily-Norm-Non
- 8265 · Conf-Com-Daily-Late-Non

Total 8200 · Commercial Registrations

8300 · Pre-Conference Registrations

- 8371 · PreConference-SessionA
- 8373 · PreConference-Session B

Total 8300 · Pre-Conference Registrations

8500 · Extra Meals

- 8560 · Wed - Fri (indiv meal tickets)
- 8565 · Banquet/After Hour Party

Total 8500 · Extra Meals

8600 · Event Registrations

- 8610 · Golf
- 8630 · Tennis

Total 8600 · Event Registrations

8700 · Exhibitors Fees

- 8741 · Bronze Package-not for profit
- 8703 · Sapphire Exhibitor
- 8705 · Platinum Package
- 8715 · Gold Package
- 8725 · Silver Package
- 8735 · Diamond Package

California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

8736 · Diamond Jubilee Package

8740 · Bronze Package

Total 8700 · Exhibitors Fees

8800 · Sponsorships

8865 · Non-Booth Bronze

8836 · Non-Booth Titanium

8840 · Non-Booth Platinum

8850 · Non-Booth Gold

8860 · Non-Booth Silver

8870 · President's Dinner Sponsorship

8872 · Additional Sponsorship Monies

Total 8800 · Sponsorships

8900 · Conference Miscellaneous

8910 · Cancellation Fees

8905 · Misc Conference Income

8900 · Conference Miscellaneous - Other

Total 8900 · Conference Miscellaneous

Total 8000 · Conference Revenue

9950 · Prior Period Adjustment

9000 · Conference Expenses

9100 · Food & Beverage

9105 · Tuesday-Lunch-Volunteers

9110 · Tuesday-Lunch-Board Meeting

9125 · Wednesday-Lunch

9130 · Wednesday-PM Break/Dessert

9135 · Wednesday-Food-Exhibitor Recept

9138 · Wednesday-Beverage-Exhibitor Re

9140 · Thursday-Breakfast-Chapter Chai

9143 · Thursday-Breakfast

9145 · Thursday-Coffee Service

9147 · Thursday-Lunch

9148 · Thursday-PM Break

9150 · Friday-Breakfast

9152 · Friday-Coffee Service (Coffee

9155 · Friday-Lunch

9190 · Exhibit Hall Beverage Service

9195 · Water for Sessions

9100 · Food & Beverage - Other

Total 9100 · Food & Beverage

9200 · President's Dinners

9210 · Tues-Board-Presidents-Dinner

California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

9220 · Entertain-Transport-Decor-Favor
9250 · Pres Dinner-Out of State Guest
Total 9200 · President's Dinners
9300 · Banquet
9310 · Thursday-Banquet-Music/Entertai
9320 · Thursday-Banquet-Food/Bev
9330 · Thursday-Banquet-Decorations
9340 · Thursday-Banquet-Miscellaneous
Total 9300 · Banquet
9400 · Speakers/Meetings/Scholarships
9410 · Speakers-Honorarium
9420 · Speaker-Expenses-Lodging
9430 · Speaker-Expenses-Transportation
Total 9400 · Speakers/Meetings/Scholarships
9450 · Comps
9460 · Other Guests Lodging (OOS)
9465 · Board Scholarships
9450 · Comps - Other
Total 9450 · Comps
9475 · Meetings
9476 · Audio Visual and Lighting
9478 · General Session - Addl' product
9479 · WiFi Internet
9481 · Attendance Tracking/CPE
9485 · Convention/Hotel Other Costs
Total 9475 · Meetings
9490 · Pre-Conference Workshop
9494 · Food & Beverage
9495 · Speaker Fees
9496 · Pre-Conference-Other
Total 9490 · Pre-Conference Workshop
9500 · Exhibits
9510 · Decorator Booth Fee
9520 · Signage-Exhibit Hall
9540 · Security
9545 · Miscellaneous
Total 9500 · Exhibits
9600 · Entertainment/Gifts
9610 · Conference Gifts/Attendees
9620 · Speaker/Board/Committee Mement
9630 · Gift Baskets (VIPs)
Total 9600 · Entertainment/Gifts
9700 · Event

California Society of Municipal Finance Officers

Statement of Activities

January through May 2017

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9732 · Tournament Expenses

Total 9700 · Event

9800 · Printing, Copying & Administrat

9805 · Conference Marketing

9810 · Conference Contract Services

9815 · Printing

9818 · Office/Telephones/Printer

9820 · President Expenses

9831 · Supplies-Badges-Ribbons-Etc

9840 · Postage & Shipping

9875 · Signage

9890 · Conference Committee Expenses

9895 · Staff Exp Inc. Lodging & Travel

Total 9800 · Printing, Copying & Administrat

Total 9000 · Conference Expenses

California Society of Municipal Finance Officers

Statement of Activities

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California Society of Municipal Finance Officers

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California Society of Municipal Finance Officers

Statement of Activities

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CSMFO BOARD REPORT

Date: May 25, 2017

FROM: Stephen Parker, Administration Committee Vice-Chair
Carrie Corder, Career Development Chair

SUBJECT: Neil Kupchin Contacts

DISCUSSION

At the January 12, 2017 Board meeting, the board authorized the Career Development Committee to add two new core courses to the CSMFO curriculum. Neil Kupchin will provide the instruction for both Successful Leadership Skills for Finance Directors and Developing Successful Supervisory Skills.

After reviewing the proposed standard contracts, Mr. Kupchin requested a revision to remove all insurance requirements. Mr. Kupchin stated that as a sole proprietor, he does not carry insurance but relies on the indemnification clause, which holds harmless the party with whom he is contracting. The options before the Board are:

1. Return to negotiations with Mr. Kupchin and request the standard insurance levels.
2. Return to negotiations with Mr. Kupchin and request insurance at a reduced level.
3. Waive the insurance requirements for Mr. Kupchin's contracts.

The Career Development Committee recommends the third option, waiving the insurance requirements.

Additionally, Mr. Kupchin has requested that the class size be limited to 25 participants. This is a departure from the original presentation of the courses to the Board. Mr. Kupchin believes that because these courses are very interactive, they are best held with a smaller, more intimate class size. To compensate for this, the Career Development Committee recommends increasing the cost of these courses from \$150 to \$200 per participant. The fee for each participant includes instruction, materials and lunch (estimated at \$15 per person). Even with the increased fee, these courses will

require a subsidy of approximately \$1,175 each. It should be noted that the core courses in totality earn an approximate surplus of \$12,000 per year.

A contract for each of the two courses are attached for Board approval, with the only difference between the two being the course title. Both contracts allow for \$4,800 per course for compensation for instructor services and an additional \$1,000 reimbursement for reasonable travel expenses.

RECOMMENDATION

It is recommended that the Board of Directors provide direction regarding the required insurance level and approve (1) resizing the maximum attendance to 25, and (2) increasing the fee from \$150 to \$200 per participant. Based upon Board's action, the Administration Committee is prepared to enter into two three year contracts with Neil Kupchin. The contracts will include a \$4,800 per course fee and \$1,000 for the associated reimbursable travel expenses, resulting in a loss of approximately \$1,175 per course.

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and effective as of ~~April~~ May ~~June~~ 1, 2017 between the California Society of Municipal Finance Officers ("CSMFO"), a nonprofit corporation located in Sacramento, California, and Neil Kupchin ("Consultant"), an individual, located in Long Beach, California. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement is for professional services provided during the period beginning ~~May~~ June ~~April~~ 1, 2017 and ending December 31, 2019.

2. SCOPE OF WORK TO BE PERFORMED

Consultant shall perform all tasks and successfully complete all duties described and set forth in Exhibit A, attached hereto and incorporated herein.

3. DUE DILIGENCE

Consultant shall at all times faithfully, competently and to the best of his or her ability, experience, and talent; perform all tasks described herein. In providing professional services, Consultant agrees to work in a manner consistent with the best interests of CSMFO as is required of Consultant in meeting the obligations of this Agreement.

4. CSMFO MANAGEMENT

CSMFO's Executive Director shall represent CSMFO in all matters pertaining to the administration of this Agreement including review and approval of all professional services performed by Consultant, but not including the power to enlarge the scope of work to be performed or change the compensation due to Consultant.

CSMFO's Executive Director shall be authorized to act on CSMFO's behalf, and to execute all necessary documents related to the administration of this Agreement.

5. COMPENSATION

- (a) CSMFO agrees to pay Consultant the following fee for professional services which are specified and detailed in Exhibit A:
- \$4,800 per each Successful Leadership Skills for Finance Directors course instruction
 - Up to \$1,000 reimbursement for reasonable travel expenses
- The Career Development Committee is responsible for scheduling Successful Leadership Skills for Finance Directors, and may do so up to 2 occurrences annually during the course of this contract. Should the Career Development Committee wish to schedule more than two of these courses in any one year during the course of this contract, it may do so with prior approval from the Executive Committee.
- (b) Payments: Payment for services rendered will be made upon receipt of invoice and/or reimbursement request from Consultant.
- (c) Additional Services: Consultant shall not be compensated for services rendered in connection with performance of this Agreement that are in addition to those set forth in Exhibit A, unless such additional services are authorized in advance (via email) by the Executive Director, with approval from the Executive Committee. Additional services will be billed separately, at month-end, net 30 days.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- (a) CSMFO may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon Consultant at least thirty (30) days prior written notice. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If CSMFO suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.
- (b) In the event this Agreement is terminated pursuant to this Section, CSMFO shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to CSMFO.

7. DEFAULT OF CONSULTANT

- (a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, CSMFO shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to Consultant. If such failure by Consultant to make progress in the performance of work hereunder arises out of causes beyond Consultant's control, and without fault or negligence of Consultant, it shall not be considered a default.
- (b) If the CSMFO President or designee, after consultation with the Executive Committee, determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, the CSMFO President or designee shall cause to be served upon Consultant a written notice of the default. The Consultant shall have ten (10) days after service of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, CSMFO shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. OWNERSHIP OF DOCUMENTS

CSMFO agrees that all documents and curriculum are the property of Consultant. Should CSMFO be interested in using the documents after the termination date of this contract, a separate contract or contract addendum would need to be negotiated.

9. INDEMNIFICATION

Each party agrees to indemnify, defend and hold harmless the other party, its directors, officers, employees, agents and volunteers, from and against all claims and actions and all expenses incidental to such claims or actions, based upon or arising out of damage to property or injuries to persons or other harmful acts caused or contributed to by the other party or anyone acting under its direction, control, or behalf. This indemnity and hold harmless agreement will not be applicable to any liability based upon the sole negligence of any single party.

~~10. INSURANCE REQUIREMENTS~~

~~Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit B, attached to and part of this Agreement.~~

~~13~~.10. INDEPENDENT CONSULTANT

- (a) Consultant is and shall at all times remain as to CSMFO a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither CSMFO nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of CSMFO. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against CSMFO, or bind CSMFO in any manner.
- (b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, CSMFO shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for CSMFO. CSMFO shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

~~14~~.11. LEGAL RESPONSIBILITIES

Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. CSMFO, and its officers and employees, shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

~~15~~.12. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of CSMFO in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of CSMFO will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling CSMFO to any and all remedies at law or in equity.

~~16~~.13. ASSIGNMENT

CSMFO and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to CSMFO for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without the prior written consent of CSMFO.

~~17~~.14. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

~~18~~.15. GOVERNING LAW

CSMFO and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement.

~~19~~.16. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given by personal service, delivery by a reputable document delivery service (with receipt showing date and time of delivery), or by U.S. Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To CSMFO: California Society of Municipal Finance Officers
700 R Street, Suite 2000
Sacramento, CA 95811
Attention: Executive Director

To Consultant: Neil Kupchin
P.O.Box 14611
Long Beach, CA
90853
City, CA Zip Code

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20.17. ACCEPTANCE AND APPROVAL OF AGREEMENT

The parties hereto have caused this Agreement to be executed and effective as of the commencement date stated herein.

Signature

Date

Melissa Dixon
CSMFO Executive Director

Signature

Date

Neil Kupchin
Consultant

EXHIBIT A

SCOPE OF WORK TO BE PERFORMED

Consultant Agrees to Perform the Following Services for CSMFO:

- Conduct courses as scheduled by CSMFO on Successful Leadership Skills for Finance Directors
- Prepare presentation and handout materials for all such courses scheduled
- ~~Perform on-site registration services for such courses~~
- Conduct any follow-up services necessary to complete each course

EXHIBIT B

INSURANCE REQUIREMENTS

~~Prior to the beginning of and throughout the duration of this Agreement, Consultant will maintain insurance in conformance with the requirements set forth below.~~

~~1. Commercial General Liability Insurance: \$1,000,000 per occurrence.~~

~~2. Business Auto Coverage (if applicable): \$1,000,000 per accident.~~

~~Business Auto Coverage is required only if business autos are to be used in conjunction with performing duties under this Agreement. If Consultant or Consultant's employees will use personal autos in any way while performing duties under this Agreement, Consultant shall provide evidence of personal auto liability coverage for each such person.~~

~~3. Workers' Compensation Coverage (if Consultant has employees) providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident.~~

~~Insurance procured pursuant to these requirements shall be underwritten by insurers that are admitted carriers in the state of California with an A.M. Best rating of A- or better and a minimum financial size VII.~~



CSMFO BOARD REPORT

Date: May 25, 2017

FROM: Stephen Parker, Administration Committee Vice-Chair

SUBJECT: Survey Firm Scope of Services

DISCUSSION

CSMFO frequently utilizes surveys to gather information from various segments of the membership. In the past, these surveys have been developed in-house by Committee members and have resulted in a very low response rate. It was suggested by the Board that a professionally prepared survey may result in a higher response rate and provide information that is more representative of the members surveyed.

The attached scope of services has been prepared to be distributed to survey firms. Upon receipt of responses, the Administration Committee will return to the Board with a recommendation for action.

RECOMMENDATION

It is recommended that the Board of Directors review the attached scope of services and direct the Administration Committee to distribute it to survey firms for response.

SURVEY SCOPE

The California Society of Municipal Finance Officers (“CSMFO”) is seeking qualifications from firms able to assist with the preparation and administration of electronic surveys for the purpose of gathering information from its membership base which is spread throughout the State of California.

The CSMFO has for many years executed such surveys of its membership to seek input about various issues of significance to its members. For example, an annual survey regarding the performance of the consultants employed in meeting our strategic goals and objectives has been done by Administration Committee. Generally, the response to this survey has been poor and the leadership desires to improve this evaluative tool which is key in determining the perceived effectiveness of consultants. Additionally, a survey is distributed to attendees following the annual conference. Less routine surveys may be needed throughout the year to gather information from the membership.

Interested firms should submit their qualifications, approach to creating and executing electronic surveys, costing and samples of previous surveys created and managed. Part of the work product required will be advising CSMFO leadership as to where/when a survey best fits our objectives and when it is not advisable.

COMMUNITY SERVICES POLICY COMMITTEE HIGHLIGHTS

Thursday, March 30, 2017

Doubletree Hotel, Ontario

ATTENDANCE

Members: Dorenbecher, Marita (Chair); DeHart, Bill (V.C.); Abelson, Janet; Andrade, Jesus; Barber-Martinez, Darlene; Berry, Stacy; Biddle, Don; Bonner Klein, Clementine; Engel, Christine; Flores, Alma; Hause, Tracy; Herrera, Karen; Ingram, Jay; Krupa, Linda; Marquez, Ray; McGlynn, Sean; Messner, Heidi; Moody, Larry; Moore, Carol; Morris, Liz; Olsen, Oley; Reblol, Oralia; Roundy, Bruce; Sandoval, Jesse; Schultz, Rob; Shapiro, David; Smith, Michael; Avelina, Torres; Turner, Mireya; Underwood, Brad; Wilson, Lori; Wu, Jacqueline; Yakimow, Curtis

League Partner: Borek, Jessica; Castillo, Francisco

Staff: Erin Evans-Fudem

I. State Budget and Issues Briefing

The March 2017 Policy Committee meetings began with a general session briefing. Dan Carrigg, Deputy Executive Director, Legislative Director provided a much anticipated update on the looming transportation deal.

Dan Carrigg provided an overview of the comprehensive transportation-funding package, SB 1 (Beall), and constitutional transportation funding protection, ACA 5 (Frazier). He said that the League is a strong supporter of the measures that would generate and constitutionally protect \$5.2 billion dollars in new annual transportation revenues. The League, along with a broad coalition of local government, business, and labor has been strongly advocating for the passage of this package. Mr. Carrigg stressed the need for all cities to contact their legislators and send in letters of support in order to get the bill over the finish line. The League is working with the Administration and Legislature closely to pass a transportation-funding package by the imposed deadline of April 6, 2017.

Jason Rhine, Legislative Representative, briefed members on the large volume of housing bills introduced in the 2017 legislative session, sharing that many threaten removal of local land use authority in response to the housing crisis. In response to the housing crisis gripping many communities, the League is sponsoring multiple pieces of legislation. The sponsored and supported housing measures are presented as the League's Blueprint for More Housing. The Blueprint is headlined by SB 540, authored by Senator Richard Roth. SB 540 seeks to streamline housing construction by improving planning and environmental review processes that protect public engagement and environmental analyses. Mr. Rhine urged members to support the Blueprint and other measures, which provide support and financial assistance to cities and developers to lift California out of the housing crisis.

Tim Cromartie, Legislative Representative, briefed members on the issues surrounding the implementation of Propositions 57 and 64—both earned passage on the November 2016 ballot. Proposition 57, which expanded parole and good behavior credit opportunities for felons convicted of nonviolent crimes, has consequently triggered a litany of bills aimed at expanding the definition of a “violent” crime—which at present is narrowly defined. The League is supporting measures that expand this definition in order to ensure appropriate oversight of serious and violent offenders.

Mr. Cromartie also discussed the range of bills introduced that attempt to establish a regulatory framework for implementing the legalization of recreational marijuana under Proposition 64. The League is supporting bills that aim to safeguard public safety and health, including bills that aim to establish labeling and concentration standards. The Governor has indicated that there needs to be a unified regulatory framework for both recreational and medical marijuana. The League, along with the Police Chiefs Association, will be keeping a close eye on any such consolidated plan and the universe of Marijuana bills

Dan Carrigg provided a short briefing on the Trump Administration’s “Skinny Budget” proposal. On March 16, 2017, President Trump released his “[Skinny Budget](#)” outlining his blueprint for federal spending. Among the proposed spending cuts, the budget eliminates the Community Development Block Grants (CDBG), and HOME Investment Partnerships Program. In 2016, California cities received over \$253 million dollars from CDBG and just over \$70 million from the HOME program. The proposal also eliminates the State Criminal Alien Assistance Grants, Clean Power Plan, and the Economic Development Administration (EDA), and Minority Business Development Agency. The Budget includes a proposed 10 percent increase to defense spending, significant increases for Overseas Contingency Operations spending and a 6.8 percent increase to Homeland Security and Immigration enforcement, roughly \$690 billion overall. The League will continue to monitor state and federal budget activity as we approach Governor Brown’s May Revise and future action on the federal budget.

II. Welcome and Introductions

Chair Marita Dorenbecher welcomed committee members and verbally updated the agenda to add an additional presentation from the Jamboree House. Vice Chair Bill DeHart introduced the representative from the League’s City Attorneys’ Department who could answer any parliamentary questions.

III. Public Comment

No public comment.

IV. No Place Like Home Advisory Committee

Dr. Va Lecia Adams-Kellum, Member of the No Place Like Home Advisory Committee and President /CEO of the St. Joseph’s Center briefed the committee about how the center is servicing the community with social services. Dr. Adams-Kellum gave an overview St. Joseph’s scope of work, which includes working with multiple jurisdictions, determining

what resources the homelessness population need and techniques on how they can stay connected.

Additional, Dr. Adams-Kellum gave an overview of the No Place Like Home Advisory Committee. No Place Like Home on focusing at the chronic homelessness population and how resources and funding can be fairly divided to help communities provide supportive services. The committee completed their first meeting since being established. As the committee moves forward, League will provide relevant updates.

Committee members asked specific questions about providing services to young males and techniques to develop homelessness ordinances with neighboring jurisdictions.

Dr. Adams-Kellum's PowerPoint is attached for committee members to reference.

V. Legislative Agenda

AB 735 (Maienschein) Swimming pools: Automated External Defibrillators

This measure would require public swimming pools to provide an Automated External Defibrillator (AED) during pool operations. Under AB 735, every public swimming pool that is required to have lifeguard services and every K-12 school with a swimming pool shall provide on its premises an AED unit. The AED unit shall be readily available during pool operations. Public swimming pools must provide lifeguard services if a direct fee is charged for use of the swimming pool.

Community Services had a lengthy discussion about the equipment cost and benefits of having automated external defibrillators at city pools. There was further discussion about K-12 and community college pools, as well as the question of what constitutes a "premises" for the purpose of placing the AED near a pool.

Ultimately, the committee voted to support AB 735. The motion passed with two no votes.

SB 5 (De Leon) California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018

This measure proposes a \$3 billion bonds with funds to be directed to drought and drinking water projects, parks, and flood protection. If passed by the Legislature and signed by the Governor, SB 5 would place on the June 5, 2018 ballot a measure authorizing the state to sell \$3 billion in General Obligation bonds

The Community Services policy committee had a lengthy discussion about how this proposal will shape flood protection. The committee voted to watch SB 5, direct League staff work with the author to increase the per capita allocation to local governments, as well as bring this measure back to the June meeting.

VI. Affordable Housing and Homelessness

Lisa Jones, Director Housing Services, Housing Authority of the County of San Bernardino gave an update on their county-led effort to house over 400 veterans. The County of San Bernardino's is trying to end veterans homelessness by using county and

other agency funds to provide the best service with the dollars available. First stable housing is provided, and then supportive services are introduced to prevent the return to homelessness. The program has shown that stabilizing individuals lead to increase in community economic vitality and a decrease in crime.

Committee members asked questions about the process and discussed how they could do this in their cities.

VII. Connecting Community Services with Local Agencies -Jamboree Housing in Irvine

Natalie Reider & Helen Cameron, Jamboree Housing, informed the committee about the community contribution that Jamboree Housing has been able to accomplish. The Jamboree Housing's mission is to deliver high quality and affordable housing services. Currently, Jamboree has 17,000 units that serve people with an average income of \$24,000 throughout the state. Many Jamboree houses have 24 hours a day 7 days a week mental health services. Using a community driven approach, these apartments are viewed as a partnership with the neighborhood.

VIII. Other Legislation of Interest Update

Additional information was provided about AB 18 (E. Garcia) California Clean Water, Climate, Coastal Protection, and Outdoor Access For all Act of 2018 and SB 78 (Leyva D) After school programs: grant amounts.

Next Meeting: Thursday, June 8, League Offices, Sacramento

ENVIRONMENTAL QUALITY POLICY COMMITTEE HIGHLIGHTS

Friday, March 31, 2017
Doubletree Hotel, Ontario

ATTENDANCE

Members: O'Brien, Richard (Chair); Rosenthal, Laura (V.Chair); Bernstein, Allan; Butt, Tom; Canavan, Jon; Carlton, Cat; Carney, Kendra; Cavanaugh, Jennifer; Clark, Margaret; Cleveland, Stanley; Cole, John; Downs, Kathryn; Eklund, Pat; Emdee, Laura; Folendorf, Amanda; Gabel-Luddy, Emily; Genis, Sandra; Grossi, Dana; Holstine, Clay; Jacob, Matthew; Layba, Mina; Loren, Jess; Lyman, Greg; Mainez, Lawrence; Masson, John; McIntyre, Alex; Mejia, Anthony; Mendoza, Jennifer; Mohler, Marjorie; Moyer, George; Overholt, June; Pirnejad, Peter; Pollock, David; Quinto, Gabriel; Rapp, Lisa Ann; Rojas, Joel; Stallard, Tom; Su, Mary; Summers, Matthew; Terwilliger, Jon; Toms, Maureen; Turner, Mireya; Villenas, Fabian; Wright, Bonnie

League Partner: France, Emily; Kindelberger, Mark

Staff: Erin Evans-Fudem

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Dan Carrigg provided an overview of the comprehensive transportation-funding package, SB 1 (Beall), and constitutional transportation funding protection, ACA 5 (Frazier). He said that the League is a strong supporter of the measures that would generate and constitutionally protect \$5.2 billion dollars in new annual transportation revenues. The League, along with a broad coalition of local government, business, and labor has been strongly advocating for the passage of this package. Mr. Carrigg stressed the need for all cities to contact their legislators and send in letters of support in order to get the bill over the finish line. The League is working with the Administration and Legislature closely to pass a transportation-funding package by the imposed deadline of April 6, 2017.

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II. Welcome and Introductions

Chair Richard O'Brien welcomed committee members. The Committee voted unanimously to add to the agenda consideration of SCA 9 and SB 558 (Glazer).

III. Public Comment

John Capoccia, Council Member for the City of Sierra Madre, spoke in opposition to SB 231 (Hertzberg).

Ken Farfaring, City Manager for the City of Carson, spoke in support of SB 231 (Hertzberg).

Ed Spriggs, Council Member for the City of Imperial Beach, spoke to the Committee about issues of interest to coastal cities, including contingency planning for climate change and sea level rise.

Emily Goodwin, Ygrene Energy, spoke to the Committee about the Property Assessed Clean Energy (PACE) financing program.

IV. Adopt 2017 Work Program

The Committee voted to establish its work program by a unanimous voice vote. During the January meeting, the Committee developed a work program including the creation of four subcommittees to review existing policy in the following areas: CEQA, community choice aggregation, stormwater, and the Delta water conveyance. However, the Committee did not vote on its work program at that time.

V. California Air Resources Board Update

Judy Mitchell, Member of the California Air Resources Board (CARB), Council Member for the City of Rolling Hills Estates, and former League of California Cities President (2009) provided an update to the Committee of CARB's ongoing work. Among other things, Ms. Mitchell spoke

about the federal government potentially pulling back on air quality protections, while CARB is not. CARB continues to develop its updated scoping plan to help the state meet its 2030 greenhouse gas emissions reduction goal. CARB is also focused on cap and trade extension efforts, as proposed by Governor Brown.

VI. Legislative Agenda

The Committee took action on the following bills:

SB 5 (De León) California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018

SB 5 (De León), the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 proposes a \$3 billion bonds with funds to be directed to drought and drinking water projects, parks, and flood protection.

Discussion of this measure centered on the attainability of flood management goals and funding in the bill, the level of parks funding proposed in the measure, and the merits of linking parks and water funding in one bond proposal.

A motion was made to watch the progress of SB 5 and reconsider it in June. This motion passed by a voice vote.

SB 231 (Hertzberg) Local Government: Fees and Charges

This measure would add stormwater fees to list of property-related fees that are not subject to Proposition 218 by adding stormwater to the definition of “sewer” in the Proposition 218 Omnibus Implementation Act.

Committee members speaking in opposition to the measure discussed the unfunded mandates facing residents in Los Angeles County, the desire not to change Proposition 218, and to change Proposition 218 by going back to the voters with a constitutional amendment rather than a majority vote bill. Those speaking in support of the measure discussed the need for additional revenues for stormwater cleanup because otherwise cities will pay for this service from their General Funds.

A motion was made to oppose SB 231 and then a substitute motion was made to support. After substantial discussion, the Committee voted on the substitute motion to support SB 231 with a vote of 21-20.

SB 541 (Allen) School Facilities: Water Capture Design Standards

This measure would require the State Water Quality Control Board, the State Department of Education and the Office of the State Architect to develop best practices for water capture design standards for all new school construction and reconstruction, including work being done on school grounds.

Committee members generally agreed that schools have not been urged to design for stormwater capture in the past and that this bill would encourage, but not require, schools that use new school bond funding for school construction and modernization to design to best practices standards. A motion was made to support SB 541, which passed by voice vote.

SCA 9 & SB 558 (Glazer) Property Tax Exemption, Rainwater Capture System

SCA 9, if passed by voters, would exclude a “rain water capture system” from the definition of “newly constructed” for the purpose of property tax assessment under Proposition 13A. SB 558

would define “rain water capture system” to include construction or addition of rainwater capture system incorporated into the initial construction of a new building that the owner-builder does not intend to occupy or use.

Discussion by the Committee focused on the potential loss in revenue because of the loss of property taxes if these measures passed, as well as whether this would be an effective incentive for rain water capture. A motion was made to watch this measure. The motion passed with a vote of 29-9.

VII. Existing Policy Subcommittee Report

The Committee took action on the following subcommittee proposals:

CEQA Subcommittee

Proposal: Replace “Bounty Hunter Limitations” with “Good Faith Settlements” paragraph

Good Faith Settlements. The League supports discouraging lawsuits that have little merit by (1) eliminating the application of a multiplier analysis to the amount of attorneys fees awarded in a lawsuit that is subject to a settlement agreement; and (2) by precluding the adoption of measures or project conditions as part of a settlement agreement that do not mitigate a significant effect on the environment.

Bounty Hunter Limitations. The League supports discouraging lawsuits that have little merit by eliminating the availability of section 1094.5 fee recovery to petitioners or by authorizing cities to collect their fees and costs where they prevail.

Discussion about this proposal centered on the idea that the proposal could help eliminate multiple CEQA lawsuits and whether the cap on attorney’s fees should contain a dollar figure. A motion was made to approve the proposed new policy language, which passed by a unanimous voice vote.

Community Choice Aggregation (CCA) Subcommittee

Proposal: Add CCA subsection in the Utilities section

Local Energy Autonomy. The League supports programs that increase local control over the purchase and development of renewable energy resources, as an effective means of increasing consumer access to renewable energy at stable, competitive rates, and decreasing statewide greenhouse gas emissions.

The League supports cities’ exercise of the right to form or join existing Community Choice Aggregation (CCA) entities, as an effective method increasing local control over power supply. Accordingly, the League supports legislation and regulatory policies that support CCA autonomy in policymaking and decision-making, and opposes legislation and regulatory policies that unfairly disadvantage CCAs or CCA customers, or reduce or undermine local decision-making autonomy by the CCA or its governing board.

The League supports continuing development of local renewable energy resources and supply, including protection of local autonomy to administer energy efficiency and install and utilize integrated distributed energy resources.

Consumer Protection. The League supports complete transparency of all energy procurement practices, stranded costs, and departing load charges. The League supports

fair competition in statewide energy markets for CCAs and municipal or other publicly-owned utilities. The League supports legislation and regulatory policies that protect CCA customers from improper cost allocation. The League opposes legislation that conflicts with or diminishes CCA procurement autonomy.

Energy Efficiency. The League supports effective leveraging of energy efficiency programs tailored to address local needs and concerns.

There was general agreement among committee members that the League support CCA. Discussion focused on whether the policy only encouraged use of renewable energy, with general consensus that this proposal maintains local control on the mix of energy sources CCAs use. A motion was made to adopt the proposal, which passed by a voice vote.

Stormwater Subcommittee

Proposal: Modify two paragraphs of policy related to stormwater.

The League supports legislation to provide funding for stormwater, water and wastewater programs, including a voter approved constitutional amendment which would place stormwater fees in the category of water and wastewater fees, for the purposes of Proposition 218 compliance.

Any agency that regulates water, wastewater and stormwater with regard to local governments needs to be actively involved in the development of a new revenue source for the local government to appropriate city with regard to how the city will pay for the new regulatory burden imposed by the agency.

Some committee members pointed out that a constitutional amendment must be passed by the voters, and therefore the addition of the words “voter approved” may be duplicative. A motion was made to approve the proposed policy modifications. The motion passed by a vote of 38-0.

Delta Water Conveyance Subcommittee

Proposal: Direct League Staff to provide resources to the committee detailing changes that have taken place since 2010.

Chair O’Brien discussed the subcommittee meeting and the agreement that the full policy committee will continue to monitor the conveyance proposal. If needed, this subcommittee may be reconvened in the future.

VIII. Flood Protection Proposals Update

Erin Evans-Fudem, League Legislative Representative, provided the Committee with an update on flood control funding proposals by the Governor and the Senate in the wake of flooding early in the year as well as the Oroville Dam spillway crisis. This discussion occurred concurrently with consideration of SB 5.

IX. Other Legislative Bills of Interest Update

Due to time constraints, the Committee was unable to discuss other pending legislation.

Next Meeting: Friday, June 9, League Offices, Sacramento

GOVERNANCE, TRANSPARENCY AND LABOR RELATIONS POLICY COMMITTEE HIGHLIGHTS

Friday, March 31, 2017
Doubletree Hotel, Ontario

ATTENDANCE

Members: Lamnin, Sara (Chair); Warren, Acquanetta (V.Chair); Arbuckle, Jan; Austin, Al; Birsan, Edi; Campbell, Cal; Clarke, Jim; Constantine, Richard; Cousino, JoAnne; Duffey, Harold; Endaya, David; Garcia, Leon; Grant, Peter; Hall, Ronn; Harris, George; Hunt, Curtis; Johl, Randi; Low, Polly; Luckino, Frank; Mizuno, Stephanie; Murray, Laurie; Nicol, Colleen; Norman, David; Ogorchock, Lori; Orogas, Alexandra; Panholzer, Gaudenz; Patterson, Pam; Quintana, Ana Maria; Real Sebastian; Teresa; Reiss, Mary Ann; Reynosa, Maribel; Ruffing, Linda; Schillinger, Stuart; Schmidt, Ernie; Scoles, Greg; Sianez, Corey; Simonsen, Arne; Stone, Randall; Talamantes, Jess; Walter, Jay; Wilson, Lori

League Partners: LoFranco, Laurie; Narayan, Brenda

Staff: Dane Hutchings

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Jason Rhine, Legislative Representative, briefed members on the large volume of housing bills introduced in the 2017 legislative session, sharing that many threaten removal of local land use authority in response to the housing crisis. In response to the housing crisis gripping many communities, the League is sponsoring multiple pieces of legislation. The sponsored and supported housing measures are presented as the [League's Blueprint for More Housing](#). The Blueprint is headlined by [SB 540](#), authored by Senator Richard Roth. SB 540 seeks to streamline housing construction by improving planning and environmental review processes that protect public engagement and environmental analyses. Mr. Rhine urged members to support the Blueprint and other measures, which provide support and financial assistance to cities and developers to lift California out of the housing crisis.

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II. Welcome and Introductions

Chair Sara Lamnin (Councilmember; Hayward) and Vice Chair Acquanetta Warren (Mayor; Fontana) welcomed the committee to the second committee meeting of the year and expressed gratitude to each member for their service to the cities of California and the League of California Cities. Each member was invited to introduce himself or herself. The committee was debriefed on the truncated meeting schedule due to travel limitations.

III. Public Comment

No Public Comment

IV. Legislative Update Police Officers Employer Issues

[AB 887 \(Cooper\)](#) Public Safety Officers: Investigations and Interviews

The committee extensively deliberated the practical implementation of the added provision to existing law added by this measure. Members of the committee questioned the impact of the measure and its difference from existing practice and the Public Safety Officers Procedural Bill of Rights (POBAR). Members of the committee familiar with peace officer investigations provided clarity on the changes made by the measure. From the management perspective, the measure is interpreted as to mean that an officer shall be given near full details of the incidents and complaints prior to the investigation of the officer. This expansion of pre-interview discovery raised concerns as it may undermine investigations.

The Committee moved to **Oppose** the measure (34-5; 1 abstention).

[AB 1298 \(Santiago\)](#) Public Safety Officers: Procedural Rights

The short discussion on this measure detailed the committee's concern that this measure inappropriately increases the difficulty of conducting officer investigations and for witnesses to submit testimony.

The Committee moved to **Oppose** the measure (40-0).

Elections / Public Records

SB 691/ SCA 11 (Lara) Local Elections: Party Preference

The committee overwhelmingly supports local non-partisan elections. Numerous committee members recognized that although political parties serve an important purpose, and that many of the members were affiliated with a particular party, they should not be given a greater role in local elections. Members pointed to the various functions of local elected officials, such as city clerks and managers, which benefit from non-partisan influence. Looking to the nation's capital as an example, Washington D.C., members highlighted the divisive nature of political parties and fear its transmission into local government elections and governance. In disagreement, a member of the committee highlighted the benefits that political party cues provide to casual voters. The member argued that voters can attain a tremendous amount of information from party affiliations and increase and improve engagement in contradiction to claims that partisan elections will reduce attention to candidate qualifications.

After extensive discussion the Committee moved to **Oppose both SB 691 and SCA 11** (35-1).

SB 657 (Bates) California Public Records Act: Reverse Public Records

The committee deferred to the expertise of committee members who process public records act requests in a professional capacity. These members expressed numerous concerns and recommended that the committee oppose this measure. One such concern is that the measure would punish local governments for appropriately using discretion allowed under existing law by allowing the court to require public agencies to pay attorney's fees and court costs for "delaying" records requests. The committee felt that the measure does not offer sufficient safeguards and discretion to local governments to properly balance disclosure and privacy, as intended by this body of law.

The Committee moved to **Oppose** the measure (Unanimous).

Divestments

AB 946 (Ting) CalPERS Divestment: Border Wall

1597 (Nazarian) CalPERS Divestment: Turkish Government

After extensive discussion on the matter of divestments, the Committee voted to **Oppose both measures** above and adopt *the following divestment policy*:

CalPERS Divestments Policy

Divestment in industries that may run contrary to environmental or other broad policy goals as an investment strategy can present challenging conflicts for CalPERS in balancing current affairs against its fiduciary duty to maximize retirement investments.

The League supports CalPERS' priority to its members as stated in the State Constitution Article 16, Section 17, "[a] retirement board's duty to its participants and their beneficiaries shall take precedence over any other duty."

The League supports responsible investment strategies that balance the short and long term ability of CalPERS to meet its financial commitments to its members.

Any divestment policy must be well vetted and must include the opportunity to identify alternative revenue sources consistent with the intended impact of the divestment and CalPERS' fiduciary responsibilities outlined above.

The League supports CalPERS proxy access efforts to affect change from within businesses CalPERS has invested in to ensure they are well managed for sustained, responsible, long-term success.

V. Staff Update: Pensions Where are We Now and Next Steps

Staff provided a brief update on the current status of the CalPERS pension fund which included a brief history, challenges within the system, political realities associated with reforms and next steps that will be taken by the Leagues Pension. Staff also solicited questions and comments from members of the committee regarding their pension obligations and shared best-practices as indicated by the GTLR policy committee work plan goals.

VI. Municipal Transparency: Past, Present, Future & Best Practices

Nicolas Heidorn of Common Cause was welcomed by the Committee to present on the latest trends and best practices in Municipal Government. The Presentation can be here: [Municipal Governments: Trends and Best Practices](#). Mr. Heidorn also discussed the recent enactment of legislation that authorizes general law cities to establish independent redistricting commissions. Material on this topic can be found here: [Local Redistricting Commissions](#).

Next Meeting: Friday, June 9, 2017 Sacramento Convention Center, 1400 J Street, Sacramento

HOUSING, COMMUNITY AND ECONOMIC DEVELOPMENT POLICY COMMITTEE HIGHLIGHTS

Thursday, March 30, 2017
Doubletree Hotel, Ontario

ATTENDANCE

Members: Hadjinian, Jack (Chair); Spriggs, Ed (V.Chair); Argabrite, Samantha; Athas, Denise; Baber, Bill; Barajas, Patricia; Barone, Valerie; Bellow, LaTanya; Boerner Horvath, Tasha; Casey, Raymond; Condon, Carla; DeVore, Ryan; Fakhrai, Morad; Franklin, Deborah; Freeman, Joan; Fuentes, Theresa; Goodman, Marshall; Harrison, Don; Hupp, Cecilia; Jinkens, David; Kalb, Dan; King, Jennifer; La Monte, Lou; Layba, Mina; Leone, Ron; Little, Leslie; Long, Sue; Loren, Jesse; Madrigal, Tony; Martinez, Yanelly; Masson, John; McAustin, Margaret; McBee, Doug; Nassif, Scott; Nelson, Eric; Robinson, Derek; Robles, Sylvia; Rodriguez, Andrew; Showalter, Patricia; Silva, Cindy; Simonsen, Arne; Stone, Randall; Sturtevant, Brian; Terrazas, David; Tsao, Eric; Vail, Eric; Wanke, Chad; Wright, Dan

League Partners: Ovrom, Denise

Staff: Jason Rhine, Nicholas Romo

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II. Welcome and Introductions

Chair Jack Hadjinian (Councilmember; Montebello) and Vice Chair Ed Spriggs (Councilmember; Imperial Beach) welcomed committee members to the second committee meeting of the year and expressed gratitude to each member for their service to the cities of California through the League of California Cities. Each member was invited to introduce himself or herself. The committee was briefed on the truncated meeting schedule due to travel limitations.

III. Public Comment

No Public Comment

IV. Legislative Agenda

[AB 190 \(Steinorth\)](#) Design Review Timeline

Members of the committee expressed numerous points of opposition to this measure, which would require public agencies to approve or disapprove the design of a development within 30 days. The primary concerns raised by committee members focused on the unworkable timeline, lack of recognition of interdepartmental collaboration on applications, and unclear definitions. Committee members expressed interest in establishing some guidelines for design review that allow for local flexibility and a measure of certainty for developers. The committee moved to **OPPOSE** the measure (unanimously). The committee directed staff to continue this dialogue with the author and committee.

[AB 565 \(Bloom\)](#) Building Standards: Artists' Housing

Members of the committee overwhelmingly opposed this measure, which would require a city or county to adopt alternative building regulations for the conversion of commercial or industrial buildings to joint living and work quarters. Members of the committee pointed to existing health and safety codes that allow cities to establish alternative building conversion regulations to make a case that the measure is duplicative. Additional concern came over the increased exposure of

cities to litigation over the conversion of buildings and their structural integrity. The committee moved to **OPPOSE** the measure with one committee member abstaining from the vote.

AB 886 (Bloom) Safe Creative Work and Live Act

Committee members expressed similar concerns to this measure as they did to AB 565. AB 886 would require all cities and counties to establish a safe and creative work and live program that consists of the following elements:

- Requires a property owner to register an illegal building with the city or county.
- Allows a landlord that has a registered illegal building to retain his or her tenants while he or she renovates the illegal building, within a specified timeframe, to meet habitability standards consistent with building standards and zoning laws.
- Protects a tenant from eviction from a registered illegal building.
- If a property owner uses public subsidies or resources to renovate an illegal building, requires rents to be stabilized or affordable.

The committee expressed desire to seek action from the legislature that provides local governments and building owners financial assistance to convert and bring buildings to code potentially through a low-interest loan program. The committee moved to **OPPOSE** the measure with one member abstaining from the vote.

V. Legislative Update

League staff provided an update on pending legislation. Staff discussed a number of bills that the League supports including AB 45, AB 53, AB 74, AB 181, AB 285, SB 2, SB 3, and SB 540. Staff also discussed bills that the League opposes including AB 663, AB 1585, and SB 35.

VI. New Economic Development Resources

The League of Cities and California Association for Local Economic Development (CALED) worked in collaboration to deliver resources to city officials on the recently enacted Tax Increment Financing Tools. In 2016, CALED created a technical committee on tax increment financing comprised of expert practitioners, attorneys, consultants and League representatives to share knowledge and resources to help communities leverage these new tools. As cities across the state are exploring the potential of Enhanced Infrastructure Financing Districts (EIFDs) and Community Revitalization Investment Areas (CRIAs) to further economic development projects within their communities, our hope is that this primer will assist in answering key questions about these tools.

[FAQ on California's New Tax Increment Financing Tools](#)
[Primer on California's New Tax Increment Financing Tools](#)

Economic Development in the City of Ontario

The committee welcomed John Andrews, Economic Development Director, City of Ontario, to present on the exciting work being done to attract businesses, housing developers, and plan for smart growth. Amongst the recent activity, the City recently gained control of the Ontario Airport and is focused on increasing cargo activity through its terminals. The City is currently experiencing a healthy industrial base and is making investments in a high tech fiber network. Of interest to cities across the state, Ontario is currently in phase one of an Enhanced Infrastructure Financing District (EIFD) analysis that will potentially bring additional public and private investments to its downtown and newly established planned communities that boast mixed used developments.

More from the City of Ontario can be found here:

<https://www.ontariothinksbusiness.com/city-planning/the-ontario-plan>

VII. Implementation of the Adult Use Marijuana Act

The committee welcomed Tim Cromartie, Legislative Representative, League of California Cities, to discuss important issues for local governments regarding the implementation of the Adult Use of Marijuana Act (Prop 64) approved by voters in Nov. 2016.

Cities interested in learning more about this matter can find League Presentations here:

- [April 6, 2017 Proposition 64 – Regulation Under the Adult Use of Marijuana Act Webinar \(PDF\)](#)
- [April 6, 2017 Proposition 64 – Regulation Under the Adult Use of Marijuana Act Webinar \(Audio\)](#)

Next Meeting: Thursday, June 8th, Sacramento Convention Center, Sacramento

REVENUE AND TAXATION POLICY COMMITTEE

HIGHLIGHTS

Friday, March 31, 2017
Doubletree Hotel, Ontario

ATTENDANCE

Members: Keith, Kirsten (Chair); Biery, Bob (V.Chair); Adams, John; Andal, Linda; Andrews, Neal; Arevalo, Paul; Ayers, David; Davis, Paul; Dunn, Ryan; Garcia, Jorge; Genereux, Gloriette; Giba, Jeff; Gillison, John; Guillen, Abel; Halliday, Barbara; Haskew, Loella; Healy, Mike; Hilbrants, DeAnna; Johnson, Brian; Kowalczyk, Rick; Lane, Randon; Levitt, Eric; McEntee, Sashi; Muller, Joe; Olsen, Oley; Parisi, Laura; Pimentel, Marcus; Puckett, Marc; Purtee, Jim; Rigby, Amanda; Rodriguez, Edmond; Samario, Bob; Sander, David; Srivatsa, Niroop; Thomas, Lee; Turner, Christina; Valentine, Olivia; Vanderpool, Jim; Vespi, Matthew; Vinatieri, Joe; Voigts, Scott; Zervis, Jim

League Partners: Branson, Russ; Mancina, Fran

Staff: Dan Carrigg

I. State Budget and Key Issues Briefing

The March 2017 Policy Committee meetings began with a general session briefing. Dan Carrigg, Deputy Executive Director, Legislative Director provided a much anticipated update on the looming transportation deal.

Dan Carrigg provided an overview of the comprehensive transportation-funding package, SB 1 (Beall), and constitutional transportation funding protection, ACA 5 (Frazier). He said that the League is a strong supporter of the measures that would generate and constitutionally protect \$5.2 billion dollars in new annual transportation revenues. The League, along with a broad coalition of local government, business, and labor has been strongly advocating for the passage of this package. Mr. Carrigg stressed the need for all cities to contact their legislators and send in letters of support in order to get the bill over the finish line. The League is working with the Administration and Legislature closely to pass a transportation-funding package by the imposed deadline of April 6, 2017.

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II. Welcome and Introductions

Vice Chair Biery welcomed the committee and invited members to introduce themselves.

III. Public Comment

No public comment.

IV. Legislative Action Items Review

The following legislative items were presented to the policy committee as action items:

SB 742 (Moorlach) City Treasurers--GAAP Standards

This measure requires a city treasurer, if the city has issued bonds, to use a system of accounting and auditing that adheres to generally accepted accounting principles. Members of the Revenue and Taxation policy committee had a lengthy discussion about how following the GAAP standards was part of good business practices and the majority, if not all, cities were already following the GAAP principle. Some committee members thought that SB 742 was a solution in search of a problem and could create an additional government oversight layer.

Ultimately, the committee voted to take a support position on SB 742. The motion passed with 21 ayes and 16 nos.

Update: The League Board approved a support position on this item.

AB 804 (C. Garcia) State Controller: Auditing of Local Internal Controls

The measure authorizes the State Controller to audit any local agency for the purposes of determining whether the agency's internal controls are adequate to detect and prevent financial errors and fraud. Members of the policy committee had a lengthy discussion on this bill. Cities are already subjected to audits and audit standards have been tightening since the problems that occurred in the City of Bell. Committee members felt that this was a one-size-fits-all mandate and was concerned that the legislation didn't mention who would pay for the audit.

Ultimately, the committee motioned and unanimously voted to oppose AB 804. Although the committee voted to oppose the bill, the members gave the League authority to continue to meet with the Controller's office, communicate our position and discuss recommendations.

Update: The League Board concurred with the committee's oppose recommendation on this item.

SB 558 & SCA 9 (Glazer) Prop. Tax Exemption, Rainwater Capture System

SCA 9, if approved by the state's voters, would exclude the construction or addition, completed on or after January 1, 2018, of a "rain water capture system," as defined by the Legislature, from being classified as "newly constructed" for the purposes of property tax assessment under Proposition 13A of the Constitution. SB 588, the legislative companion measure to SCA 9, defines the exclusion to include the construction or addition of a rainwater capture system incorporated by the owner-builder into the initial construction of a new building that the owner-builder does not intend to occupy or use.

After some discussion, the policy committee unanimously voted to support this measure.

Update: The League Board approved a support position on this item.

AB 274 & ACA 2 (C. Garcia). Expanded Sales Tax Base: Candy

ACA 2, if approved by the state's voters, would expand the state's sales tax base to include "candy." AB 274, would take effect subject to the passage of ACA 2, and defines "candy" as a preparation of sugar, honey or other natural or artificial ingredients or flavorings in the form of bars, drops, or pieces, but not include any preparation that contains flour or requires refrigeration.

The policy committee discussed how the eroding sales tax base, including the exemptions granted for various products, has harmed state and local revenues, consistent with policy discussions the committee has had over the past several years. Others voiced opposition to additional taxes. After some discussion, the committee voted to take a support position. The motion passed with 24 ayes and 10 nos.

Update: The League Board debated this measure at length and ultimately adopted a "watch" position.

V. Legislative Update

Dan Carrigg gave informational updates on the following legislative items.

Transportation Funding

The League supporting supported having a transportation funding package passed. City officials are encouraged to work with their League Regional Public Affairs Manager and call their Legislators to explain how important funding is to our local streets and roads.

Update: Governor Brown signed SB 1, the Road Repair and Accountability Act. For estimated revenue, [please click here](#).

League Housing Blueprint

Jason Rhine, League Legislative Representative, gave the committee a brief historical background of California's housing problem and an update about the League's Housing Blueprint. Members are encouraged to review the housing bills to see how your their city will be affected.

SB 711 (Hill) Infrastructure Finance: Local-State Sustainable Investment Incentive Program

The League remains in support of SB 711. SB 711 establishes a creative financing mechanism focused on filling the local funding gaps to maximize opportunities for large-scale transit-oriented development, affordable housing, and facilities within a disadvantaged community. This measure will help bring back some redevelopment tools.

AB 252 (Ridley Thomas), Limitations on UUT Taxes

Mr. Carrigg updated the committee on AB 252—in advance of the author attending the committee for a discussion. The bill prohibits a city, including a charter city, county, or city and county from levying any tax on video streaming services, including, but not limited to, any tax on the sale or use of video streaming services or any utility user tax on video streaming services. Over the last two decades, voters in over 107 cities and 3 counties have adopted measures to modernize local UUT policy and permit local governments to levy a UUT on similar video providers. These voters had the foresight to anticipate changing technologies, and overwhelmingly adopted policy to address the issue. AB 252 will limit cities ability to tax. The League is working with the author.

AB 636 (Irwin) Improved Reporting Timelines for Local Street and Road reports

The League is sponsoring AB 636 (Irwin), which allows local governments to submit their annual expenditure reports for streets and roads within seven months of the end of their fiscal year. This simple clerical change will improve the quality and integrity of data reported by cities and counties to the State Controller's Office. This bill resulted from discussions with the League's fiscal officers.

SB 37 (Roth) Recently Incorporated Cities/Funding

SB 37 would restore funding stability to four recently incorporated cities - Eastvale, Wildomar, Menifee and Jurupa Valley. These cities have been experiencing severe financial hardship since 2011, when the state swept all remaining shares of city vehicle license fee revenues. The League continues to support measures that stabilize funding for cities.

Update: Governor Brown has agreed to sign this measure, but in a new vehicle, SB 130, which as of this writing is on the Governor's desk.

Tax Exemptions, Tax Reform

Mr. Carrigg gave a brief verbal update about how Assembly Member Sebastian Ridley-Thomas, in his role as Chair of the Assembly Committee on Revenue and Taxation, has been very helpful to cities by insisting that various sales tax exemptions pending before his committee exempt the local shares.

VI. Discussion of Tax Policy Issues

The committee welcomed Assembly Member Sebastian Ridley-Thomas to offer his perspective as chair of Assembly Committee on Revenue and Taxation on the opportunities for future tax reform in the state Capitol.

Assembly Member Ridley-Thomas explained how this is a unique time in politics with the possibility of the affordable health care act being dismantled and the federal tax act. He also addressed the outlook of the California economy. California must address unfunded liabilities, roads maintenance, schools and natural resources. If these issues are not addressed, they will become expensive and create major holes in the budget.

Assembly Member Sebastian Ridley-Thomas spoke about his measure, SB 252. The Assembly Member engaged in a lengthy discussion with committee members on the measure and welcomed their comments and concerns; he listened to various concerns over lost revenue and expressed a willingness to continue discussions and work with the League about SB 252.

Update: After a lengthy hearing on AB 252 in his own committee, Assembly Member Ridley-Thomas opted to not ask for a vote and to hold the bill a two-year measure so that there was time for further discussions. This action was consistent with the League's request, and the League appreciates the Assembly Member's decision to hold the measure.

VII. Tax Reform Update: Report on Discussion With City Managers

Mr. Carrigg gave an informational updated update about the presentation made by Kirsten Keith, Kirsten (Chair) Paul Navazio and Dan Carrigg to the City Manager's Department on the League's recent policy discussions and recommendations on sales tax reform. He anticipated that a small working group within the city manager's department will be created to work through the proposal.

VIII. Pending Federal Actions: Impacts on State and Local Government

This update was given at the general briefing. Members are encouraged to work with their League Regional Public Affairs Manager.

IX. League Pension Taskforce Update

Mr. Carrigg gave a brief update about the League's Pension Taskforce. The committee has been hosting conference call to discussing updating the 2012 white paper and survey. Additional information will be presented to the committee in June.

Next Meeting: Friday, June 9, Sacramento Convention Center, 1400 J Street, Sacramento

TRANSPORTATION, COMMUNICATION & PUBLIC WORKS POLICY COMMITTEE HIGHLIGHTS

Friday, March 31, 2017
Doubletree Hotel, Ontario

ATTENDANCE

Members: Dew-Costa, Pippin (Chair); Soria, Esmeralda (V.Chair); Baker, Steven; Borden, Timm; Borre, Robin; Breault, Randy; Chun, Ross; Cooke, Keith; Cox, Jim; Davies, Laurie; Dorst-Porada, Debra; Espinosa, Bob; Fine, Benjamin; Fredericks, Alice; Freeland, Chris; Gharpetian, Vartan; Herbertson, Charles; Horvath, Christian; Hudson, Dave; Jared, Andrew; Kasad, Vicki; Kennedy, Lynne; Kring, Lucille; Krupa, Linda; Lee, Jeff; Leonard, John; Liao, Chin Ho; Lorimore, Clint; McCabe, Alex; Munoz, Lou; Parra, Dan; Pentin, Jerry; Pollard, Gary; Pontau, Donna; Reed, Dana; Rowlett, Ron; Saleh, Ali; Schultz, Rob; Spurgin, Jay; Stanton, Barb; Terrazas, David; Vargas, Steve; Wilson, Bryce; Young, Nancy

League Partners:

Staff: Tim Cromartie

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II. Welcome and Introductions

Members of the committee introduced themselves and welcomed all new members. The Chair thanked the members for their time and contributions.

III. Public Comment

No public comment.

IV. Transportation Networking Company Update

Nick Romo, League Legislative Policy Analyst, gave an explanation of the issues around the taxi cab industry and their push to move away from a city business license model to a county-focus model. Mr. Romo also discussed how Transportation Network Companies (TNC's) are pushing for a single, state wide business license, instead of a local/city business license. He then took questions from the committee and they provided feedback on each issue.

V. Transportation Funding

Derek Dolfie, League Legislative Policy Analyst, gave an overview of the new SB 1 transportation package and took multiple questions from the audience. The committee expressed concerns over several provisions in the bill.

VI. CalTrain Presentations

Seamus Murphy, Chief Communications Officer for CalTrain gave a presentation on the need for the electrification of the San Francisco to San Jose "CalTrain," and how the federal funding for this project was in jeopardy. He took multiple questions and comments from the Committee.

Committee Action: The Committee voted 35-5 to recommend to the League Board of Directors that TCPW sends a letter of support for Full-Funding Grant Agreements and that the projects currently in the pipeline are funded.

VII. Go Human SoCal – Reducing Traffic Injuries & Fatalities

Sarah Jepson, Manager for the Southern California Association of Governments gave a presentation on the “Go Human SoCal” program, which aims to reduce traffic related injuries and deaths. She took multiple questions and comments from the committee.

VIII. Legislative Agenda

A. AB 1103 (Olbernalte) - Bicycles Yielding

Mr. Cromartie opened a discussion of AB 1103 and gave a brief overview of the bill. The committee had a robust discussion on this issue regarding public safety. During discussion of the measure the chief concerns that surfaced were whether the bill would enhance or compromise road safety, and whether bicyclists themselves would have safer roads if the measure were enacted. The consensus was that the bill compromised road safety by having one set of rules for motorists and another for bicyclists, and that absent a costly public education campaign, motorists would have not awareness of the new law. The Committee’s expectation was that if enacted, this bill would increase both accidents and bicyclist fatalities.

Committee Action: Motion to oppose AB 1103 (Olbernalte) was moved and seconded.
Unanimous Support.

B. AB 1127 (Calderon) - Baby Diaper Changing Stations

Mr. Cromartie opened a discussion of AB 1127 (Calderon) and gave a brief overview of the bill. The Committee during discussion objected to the cost that would be incurred by local agencies in seeking to comply with the measure, which they regarded as yet another unfunded mandate.

Committee Action: Motion to oppose AB 1127 (Calderon) was moved and seconded.
Unanimous Support.

C. AB 1470 (Wood) - Bypasses of a City or Business District

Mr. Cromartie opened a discussion of AB 1470 (Wood) and gave a brief overview of the bill. During discussion, the Committee voiced skepticism that this measure would advance without a dedicated funding source, which it lacks. In light of that fact, there was a feeling that the bill might ultimately have to be funded by the General Fund, which the Governor would likely not approve. The committee expressed concerns largely due to the fact that it would either compromise pending negotiations on the \$5.2 billion Transportation Package, or present cities with a zero-sum-gain scenario in that any monies received might be deducted from their allocation under the Transportation Package.

Committee Action: Motion to oppose AB 1470 (Wood) was moved and seconded.
Unanimous Support.

D. SB 498 (Skinner) – Electric Fleet Vehicles

Mr. Cromartie opened a discussion of SB 498 (Skinner) and gave a brief overview of the bill. The committee had a discussion about the “slippery slope” for this bill to become a mandate.

Committee Action: Motion to oppose SB 498 (Skinner) was moved and seconded. Then subsequent motion to “watch” SB 498 was made, moved, and seconded. The “watch” motion failed by majority vote. The oppose motion passed by a vote of 25-13.

Next Meeting: Friday, June 9, Sacramento Convention Center, 1400 J St. Sacramento