



Thursday, October 25, 2018

2:00 p.m. – 4:00 p.m.

Board of Directors Meeting

Via Teleconference

Call-in: 669 900 6833

Meeting ID: 755 919 655

<https://zoom.us/j/755919655>

1. Introduction
 - a. Welcome/Roll Call
 - b. Additions to Agenda
2. Consent Items 2:05 p.m.
 - a. Approval of minutes from October 2, 2018
 - b. September 2018 financial reports
3. Discussion/Action Items 2:10 p.m.
 - a. Webinar Access for Washington, Oregon, and Alaska (Drew Corbett)
 - b. Annual Conference Handbook Update (Brent Mason)
 - c. Using Probolsky for Chapter Surveys (Steve Heide)
 - d. Michael Coleman Contact (Kate Zawadzki)
 - e. Don Maruska Contract (Alberto Preciado)
 - f. Digital Magazine update and demo (Marcus Pimentel)
4. Committee Reports 2:50 p.m.
 - a. Administration (Kate Zawadzki)
 - b. Career Development (Laura Nomura)
 - c. Communications (Marcus Pimentel)
 - d. Membership (Grace Castaneda)
 - e. Professional Standards (Tim Kirby)
 - f. Program (Ronnie Campbell)
 - g. Recognition (Sara Roush)
 - h. Technology (Damien Charlety)

5. Chapter Roundtable 3:10 p.m.
6. Board Member Ad Hoc Reports 3:15 p.m.
 - a. Student Engagement (Jennifer Wakeman)
 - b. Chapter Engagement (Steve Heide)
 - c. Advocacy (Carrie Corder)
 - d. Committee Roles (Karan Reid)
 - e. CSMFO Leadership Academy (Scott Catlett)
 - f. CSMFO App (Richard Lee)
8. Officer Reports 3:45 p.m.
 - a. President (Margaret Moggia)
 - b. Past President (Drew Corbett)
 - c. President-Elect (Joan Michaels Aguilar)
9. Other Items
10. Future Topics
11. Upcoming Meetings:
December 13 2:00 p.m. teleconference
12. Adjournment 4:00 p.m.



Tuesday, October 2, 2018
8:30 a.m. - 12:00 p.m.
Board of Directors Meeting
Kona Kai Resort
1551 Shelter Island Drive
San Diego, CA 92106

Margaret Moggia	Karan Reid	Kofi Antobam	Laura Nomura
Joan Michaels Aguilar	Kate Zawadzki	Ernie Ramos	Brent Mason
Drew Corbett*	Damien Charlety	Stephen Parker	Margaret O'Brien
Richard Lee	Grace Castaneda	David Cain	Janet Salvetti
Jennifer Wakeman	Nitish Sharma	Marcus Pimintel	David Garrison
Carrie Corder	Craig Boyer	Cheryl	Melissa Dixon
Scott Catlett	Matt Pressey	Stephanie	Justin Lewis
Steve Heide	Sara Roush	Brad Wilkie	Amanda Smith
	June Overholt	Aaron Beanan	Sarah Erck

*via teleconference

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met on Tuesday, October 2, 2018 at the Kona Kai Resort in San Diego. President Margaret Moggia convened the meeting and confirmed a quorum was in attendance at 8:30am.

Consent Calendar

The Board addressed the consent calendar, which included August financials and minutes from the August 23, 2018 Board of Directors meeting.

President-Elect Joan Michaels Aguilar moved to approve the consent calendar. Director Carrie Corder seconded. The motion passed unanimously.

Follow-up from the Strategic Planning Session

President Moggia thanked everyone who participated in the planning session. If anyone has additional thoughts, please send them to Executive Director Melissa Dixon.

2019 Operating Budget

President-Elect Michaels Aguilar reviewed the proposed budget as prepared by Executive

Director Dixon. Detail is included on the spreadsheet which was sent separate from the packet. President Moggia clarified that this is a first draft, and the final budget will be approved in December. Directors and Committee Chairs should email Dixon if there is an item that needs to be included and isn't on this current draft. Dixon explained why some items are higher/lower than in previous years. Director Corder clarified the consultant contract lines.

Development and support of an interactive Magazine

Marcus Pimentel reviewed his staff report. The Communications Committee is looking for more engaging/interactive features and content which would call for eliminating the printed magazine (except in special cases, e.g., a Conference edition) and moving toward a fully electronic magazine. Discussion regarding ISSUU vs. a standalone website and clarification that we wouldn't do both.

Discussion of the various pros and cons to a new format. The committee will continue to explore the best next step and will present a mock-up before the next meeting.

Volunteer of the Year Award

President Moggia reviewed the history, criteria and objectives of the Volunteer of the Year award. Nominations must be submitted three-months prior to the conference, Moggia encourages everyone to think about whether there is someone deserving that they would like to nominate. Please email Dixon with a nominee's name and why they should be considered.

League Policy Committee Reports

Marcus Pimentel reports that the Revenue & Taxation meetings are done for the year. Brad Wilkie attended one session regarding bills attempting to assist underinsured homeowners affected by the fires.

Committee Reports

Administration

Kate Zawadzki reported that at the next Board meeting the Administration Committee will be presenting two consultant contracts for approval. The committee will present a one-year contract for Don Maruska and a two-year contract with Michael Coleman. Michael Coleman is looking ahead toward retirement and wasn't willing to sign a three-year agreement.

The committee also reported that Focus Groups will happen at the conference. Board input is requested for what kind of information we want to get from the membership. The goal is to have groups of 12 people in each session at the conference.

Career Development

Laura Nomura reported that the RFP process for webinar series is kicking off. The committee and Don Maruska will be outlining each task performed by Don currently so that an RFP can be thorough. The RFP will be presented to the Board early in 2019 for approval.

Communications

Pimentel reported that the committee is looking for more content for the November magazine. Current planned content includes heavy conference promotion as well as articles on performance measurements, finance reporting and other threats or concerns for agencies. Corder reported that there was a bill signed recently that would affect special districts in particular, on which she will submit an article.

Membership

Grace Castaneda reports that the Membership Committee is looking for volunteers to staff the CSMFO booth at the conference. An email soliciting volunteers will be coming out shortly. The booth will include the “ask the expert” feature again this year.

Professional Standards

No report

Program Committee

President Moggia provided an update on the program as it stands now. There are currently 57 sessions plus three pre-conference sessions, out of 135 proposed sessions. Janet Salvetti has the schedule by day and all of the speakers so she is working on getting all of the info onto the website and getting an email out later this week, or early next. We are currently less than a month away from early registration closing. If you’re interested in moderating, please contact the committee.

Recognition

Sarah Roush reported that the awards nomination/submission period has closed. Step-by-step policies were created along with QC “cheat sheets” that will be used to ensure standardization in the review process. The Innovation Award nomination period closes at the end of November. The Transparency Award is still being reviewed to ensure that it applies to Special Districts as well. The committee is always looking for reviewers; if interested please contact the committee.

Technology

Matt Pressey provided an update on the Proof of Life meeting with Eldarian regarding the delayed database project. They are committed to finishing the project. All payments have already been made but the company is working beyond the contract in order to deliver the promised product. The committee voiced compliments to SMA Team on the transition to Your Membership as an interim solution.

Chapter Roundtable

East Bay Chapter – Margaret O’Brien reported that they will be holding a special meeting October 10th for PERS Q&As. The November meeting will include a GASB update and December will be the “Christmas Cannabis Roundup.”

Central Coast Chapter – Brad Wilkie reported that two directors and Michael Coleman are all coming to the next meeting on October 19th.

San Diego County – Aaron Beanan reported that their next meeting will be held on November 16th regarding Sales Tax Measures. January is as yet unscheduled.

Sacramento Chapter – Nitish Sharma reported that a four-topic “Super meeting” would be held on November 15th.

Orange County – Stephen Parker reported that the chapter will be holding a Finance Director Roundtable – “what keeps you up at night?” next.

Monterey Bay – Cheryl Fyfe reported that their next meeting on November 15th will feature Michael Coleman – Panel of 2 (Riverside Conference speakers’ panel of two how agencies are rated). Cheryl plans to jazz up her meetings as suggested in the strategic planning session.

2022 Conference Site Recommendation

Executive Director Dixon reported that the 2022 Conference Site Ad Hoc Committee considered venues in San Diego, Los Angeles and Long Beach. The Town & Country Hotel in San Diego is the preference. There is a renovation planned prior to the conference date. The conference contract will include a clause that if certain construction markers are not met, CSMFO would be able to get out of the contract without penalty. In San Diego we would have the entire hotel property and would only need a single overflow property. The Long Beach Convention Center is not ideal because there would likely be at least one, if not two, other groups present. Teri Anticevich has the info on the Town & Country's construction schedule and the benchmarks that will be established based on that. Director Karan Reid moved to support the proposal brought forth by the committee. Director Richard Lee seconded. The motion passed unanimously.

Board Member Ad Hoc Reports

Student Engagement

Jennifer Wakeman reported that the ad hoc committee is currently working on fall/winter dates for student events at universities in Southern California. If you'd be interested in speaking to a group of students, please let Jennifer know. Margaret O'Brien and Jennifer will be working with Probolsky Research to establish a survey of student members to get information on their level of engagement. Discussion of using the website for student internship opportunities but still need to work out the promotion issues so cities will know to check the CSMFO site for student resumes.

Chapter Engagement

Steve Heide discussed the Chapter Toolkit which is now available on the Google Drive. The idea is that this should be a living document updated at least annually by the Past President.

The new pop-up banners should be in use by all chapters. The hope is that chapters bring them to annual conferences for opportunities to connect people to chapters.

Chapter web pages and photo libraries are ongoing projects.

Advocacy

Carrie Corder reviewed the draft guiding principles. The lead appointees' responsibilities section of the leadership book will set up expectations of communications back to the Board.

Committee Roles

Karan Reid hopes to bring back a recommendation to the board in December to establish ways to support the committees so they don't have to reorient every time there is new leadership.

CSMFO Leadership Academy

Scott Catlett reports that once Career Development finishes their RFPs, they'll get to work on the certification project.

CSMFO App

Richard Lee reported that the RFP for a developer to assist with "guided discovery" for the app has been issued but no responses have been received as yet. Richard is planning a call with SMA staff to discuss next steps.

Officer Reports

President Moggia attended the Washington Finance Officers Association conference in

Vancouver, WA. They have a strong relationship with state auditors. Their structure may not work for CA, but it was interesting to learn about. They had over 800 people at their 2018 conference, their highest ever. The conference will be held in Yakima next year and will be more agriculturally focused.

Moggia also reported that the election for Board members is open until October 31st. Results will be provided on November 1st.

Past President Drew Corbett continues to work with chapter chairs; the ad hoc committee is making great progress. The Host Committee is getting ready for the 2019 Conference in Palm Springs.

Corbett is also working with the Career Development Committee on a pilot program extending webinars to WA, OR and AK. They are receiving positive feedback so far and are working to formalize logistics with the intent to submit a proposal to the Board later this year.

President-Elect Michaels Aguilar thanked everyone for their participation in the planning session and everyone's commitment to the organization and expressed special thanks to David Garrison for his direction on the team building.

Michaels Aguilar also reported that there are currently 74 sponsors registered for the conference. Registration is open, and sessions are posted. The Thursday night event will have a Casino theme and Guardians of the Galaxy movies playing, plus an after party at Hotel Zoso. 2019 planned keynotes look very exciting.

Michaels Aguilar will make committee appointments after the Board election results are finalized. Some changes to committee leadership will be made.

Meeting adjourned at 10:33am.

Respectfully submitted,

Sarah Erck

California Society of Municipal Finance Officers

Statement of Net Assets

As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1005 · Bank of America				
1050 · Chapter Fund Balances				
1050.02 · Northeast Counties	500.00	0.00	500.00	100.0%
1050.03 · North Coast	1,110.00	270.00	840.00	311.11%
1050.04 · Sacramento Valley	2,536.47	1,585.76	950.71	59.95%
1050.05 · East Bay (SF)	3,038.10	919.41	2,118.69	230.44%
1050.06 · Central Valley	1,484.03	191.14	1,292.89	676.41%
1050.07 · Peninsula	81.07	1,887.87	(1,806.80)	(95.71%)
1050.08 · Monterey Bay	4,593.41	4,073.87	519.54	12.75%
1050.09 · South San Joaquin	(1,498.07)	(23.76)	(1,474.31)	(6,205.01%)
1050.10 · Central Coast	1,751.72	10.00	1,741.72	17,417.2%
1050.11 · Channel Counties	5,315.00	5,196.64	118.36	2.28%
1050.12 · San Gabriel Valley	944.73	(434.08)	1,378.81	317.64%
1050.13 · Central Los Angeles	1,450.08	1,146.01	304.07	26.53%
1050.14 · South Bay (LA)	(117.69)	4,076.29	(4,193.98)	(102.89%)
1050.15 · Desert Mountain	345.00	110.00	235.00	213.64%
1050.16 · Orange County	10,108.94	7,064.98	3,043.96	43.09%
1050.17 · Inland Empire	14,383.03	9,323.23	5,059.80	54.27%
1050.18 · Coachella Valley	(1,542.45)	1,045.77	(2,588.22)	(247.49%)
1050.19 · San Diego County	3,097.96	2,403.88	694.08	28.87%
Total 1050 · Chapter Fund Balances	47,581.33	38,847.01	8,734.32	22.48%
1005 · Bank of America - Other	298,210.10	26,577.43	271,632.67	1,022.04%
Total 1005 · Bank of America	345,791.43	65,424.44	280,366.99	428.54%
1040 · Investments LAIF	831,553.48	818,567.99	12,985.49	1.59%
Total Checking/Savings	1,177,344.91	883,992.43	293,352.48	33.19%
Accounts Receivable				
1100 · Accounts receivable	2,100.00	1,437.69	662.31	46.07%
Total Accounts Receivable	2,100.00	1,437.69	662.31	46.07%

California Society of Municipal Finance Officers

Statement of Net Assets

As of September 30, 2018

	Sep 30, 18	Sep 30, 17	\$ Change	% Change
Other Current Assets				
1080 · Undeposited Funds	290.70	0.00	290.70	100.0%
1120 · A/R - CSMFO YM Database	23,431.00	13,155.00	10,276.00	78.12%
1250 · Prepaid Expense - General				
1252 · Prepaid Admin Fees	97,814.18	0.00	97,814.18	100.0%
1250 · Prepaid Expense - General - Other	2,091.95	0.00	2,091.95	100.0%
Total 1250 · Prepaid Expense - General	99,906.13	0.00	99,906.13	100.0%
1260 · Prepaid Expense Conference				
1261 · Guest Speakers	22,875.00	22,500.00	375.00	1.67%
1262 · Facilities Deposits	9,191.24	19,656.00	(10,464.76)	(53.24%)
1263 · President's Dinner	6,026.92	0.00	6,026.92	100.0%
1264 · Conference Services	52,517.66	1,658.54	50,859.12	3,066.5%
1260 · Prepaid Expense Conference - Other	5,354.08	4,500.00	854.08	18.98%
Total 1260 · Prepaid Expense Conference	95,964.90	48,314.54	47,650.36	98.63%
Total Other Current Assets	219,592.73	61,469.54	158,123.19	257.24%
Total Current Assets	1,399,037.64	946,899.66	452,137.98	47.75%
Other Assets				
1500 · CSMFO/SMA Database AR	48,981.00	129,600.00	(80,619.00)	(62.21%)
Total Other Assets	48,981.00	129,600.00	(80,619.00)	(62.21%)
TOTAL ASSETS	1,448,018.64	1,076,499.66	371,518.98	34.51%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2001 · Taxes Due	(984.00)	0.00	(984.00)	(100.0%)
2003 · A/P Other- SMA Conference	11,087.19	10,712.25	374.94	3.5%
2010 · Deferred Revenue - Conference				
2011 · Conference Exhibitor/Sponsor	219,000.00	0.00	219,000.00	100.0%
2014 · Conference Gov Full Normal	113,310.00	0.00	113,310.00	100.0%
2016 · Conference Gov Daily Normal	800.00	0.00	800.00	100.0%
2018 · Conference Com Full Reg Normal	8,475.00	0.00	8,475.00	100.0%
2019 · Conference Banquet	115.00	0.00	115.00	100.0%
2020 · Conference PreConf-SessionA	2,400.00	0.00	2,400.00	100.0%
2021 · Conference PreConf-SessionB	3,150.00	0.00	3,150.00	100.0%
2024 · Conference Pre-Conf Session C	2,550.00	0.00	2,550.00	100.0%
Total 2010 · Deferred Revenue - Conference	349,800.00	0.00	349,800.00	100.0%
Total Other Current Liabilities	359,903.19	10,712.25	349,190.94	3,259.74%
Total Current Liabilities	359,903.19	10,712.25	349,190.94	3,259.74%
Equity				
3020 · Retained earnings	865,754.42	779,157.79	86,596.63	11.11%
3100 · Net Assets-Chapters	37,223.01	38,847.01	(1,624.00)	(4.18%)
Net Income	185,138.02	247,782.61	(62,644.59)	(25.28%)
Total Equity	1,088,115.45	1,065,787.41	22,328.04	2.1%
TOTAL LIABILITIES & EQUITY	1,448,018.64	1,076,499.66	371,518.98	34.51%

California Society of Municipal Finance Officers

Statement of Activities

	Sept 2018	Jan-Sept 18	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan-Sept 18	Jan-Sept 17	\$ Change	% Change
OPERATING REVENUES										
4100 · Membership Dues	2,190	248,080	224,360	23,720	110.57%	225,140	248,080	230,560	17,520	7.60%
4200 · Interest Income	483	15,022	7,500	7,522	200.29%	10,000	15,022	5,239	9,783	186.74%
4302 · Website Magazine Ads	0	7,858	7,500	358	104.77%	10,000	7,858	8,338	(480)	-5.76%
4303 · Website Ads	8,850	99,515	113,170	(13,655)	87.93%	151,000	99,515	99,725	(210)	0.00%
4490 · Budget/CAFR Fees	11,850	16,200	14,450	1,750	112.11%	19,850	16,200	2,950	13,250	449.15%
TOTAL OPERATING REVENUES	23,373	386,675	366,980	19,695	105.37%	415,990	386,675	346,812	39,863	11.49%
OPERATING EXPENSES										
6105 · Marketing/Membership	0	889		889	100.0%	5,000	889	0	889	0.00%
6106 · Storage Expense	0	461	770	(309)	59.89%	1,000	461	546	(85)	0.00%
6110 · President's Expense	253	1,998	7,300	(5,302)	27.37%	8,500	1,998	2,237	(239)	0.00%
6115 · Board of Directors	0	4,080	6,100	(2,020)	66.88%	7,100	4,080	2,477	1,603	0.00%
6120 · Committee/Chapter Support	0	6,176	10,700	(4,524)	57.72%	15,000	6,176	903	5,273	0.00%
6125 · Board Planning Session-Retre.	0	8,363	23,500	(15,137)	35.59%	38,500	8,363	0	8,363	0.00%
6140 · Management Services	12,976	166,135	190,484	(24,349)	87.22%	253,979	166,135	147,316	18,819	12.77%
6150 · Office Supplies	0	174	225	(51)	77.23%	300	174	147	27	0.00%
6155 · Merchant Fees/Bank Chgs.	3,163	28,375	22,500	5,875	126.11%	30,000	28,375	18,517	9,858	53.24%
6160 · Awards	0	4,572	4,728	4,728	96.72%	5,000	4,572	4,662	(89)	0.00%
6165 · Printing	0	11,994	12,500	(507)	95.95%	13,000	11,994	10,358	1,635	0.00%
6170 · Magazine	0	8,527	11,250	(2,723)	75.8%	15,000	8,527	7,958	569	0.00%
6175 · Postage	0	1,381	2,997	(1,616)	46.07%	4,000	1,381	3,138	(1,757)	0.00%
6185 · Telephone/Bridge Calls	0	960	1,575	(615)	60.96%	2,100	960	1,954	(994)	0.00%
6190 · Web and Technology	750	11,237	5,220	6,017	215.27%	7,000	11,237	9,391	1,846	19.66%
6200 · Travel/Staff Expenses	0	3,434	2,250	1,184	152.63%	3,000	3,434	0	3,434	0.00%
6220 · Audit & Tax Filing	0	7,550	9,000	(1,450)	83.89%	9,000	7,550	7,650	(100)	0.00%
6230 · Insurance	0	1,219	1,500	(281)	81.27%	2,000	1,219	1,160	59	0.00%
6240 · Taxes	10,117	26,808	18,750	8,058	142.98%	25,000	26,808	14,593	12,215	0.00%
6250 · Miscellaneous	0	0	0	0	0.0%	0	0	0	0	0.00%
6255 · GFOA Reception	0	20,390	15,000	5,390	135.93%	15,000	20,390	15,439	4,951	0.00%
6260 · Donations	0	100	0	100	100.0%	0	100	0	100	0.00%
6999 · Previous Year Adjustments	0	0	0	0	0.0%	0	0	0	0	0.00%
TOTAL OPERATING EXPENSES	27,259	314,822	346,349	(31,526)	90.9%	459,479	314,822	248,445	66,378	26.72%
NET OPERATING REVENUE	(3,887)	71,852	20,631	51,221	348.27%	(43,489)	71,852	98,367	(26,515)	-26.96%

California Society of Municipal Finance Officers

Statement of Activities

	Sept 2018	Jan-Sept 18	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan-Sept 18	Jan-Sept 17	\$ Change	% Change
PROGRAM REVENUES										
4503 · Contributions and Donations		0	2,000	(2,000)	0.0%	2,000	0	1,238	(1,238)	0.00%
4505 · Webinar	550	3,425	2,100	1,325	163.1%	3,000	3,425	2,450	975	39.80%
4520 · Weekend Training	4,205	11,025	15,000	(3,975)	73.5%	20,000	11,025	6,095	4,930	0.00%
4570 · Intro to Government	0	14,025	12,825	1,200	109.36%	13,125	14,025	11,325	2,700	0.00%
4580 · Presentation/Fiscal Policy	300	3,525	2,650	875	133.02%	3,300	3,525	1,950	1,575	0.00%
4585 · Communication Skills	0	0	0	0	0.0%	0	0	0	0	0.00%
4590 · Intermediate Government Acc	300	21,450	36,050	(14,600)	59.5%	39,900	21,450	34,950	(13,500)	-38.63%
4594 · CMTA/CSMFO Course	0	1,200	3,000	(1,800)	40.0%	3,000	1,200	2,400	(1,200)	-50.00%
4595 · Revenue Fundamentals I	3,150	3,895	6,000	(2,105)	64.92%	6,000	3,895	5,600	(1,705)	0.00%
4596 · Revenue Fundamentals II	0	450	6,000	(5,550)	7.5%	6,000	450	0	450	0.00%
4597 · Developing Supervisory Skills	2,600	3,000	4,500	(1,500)	66.67%	10,000	3,000	4,600	(1,600)	0.00%
4598 · Leadership Skills	0	0	10,000	(10,000)	0.0%	10,000	0	0	0	0.00%
TOTAL PROGRAM REVENUES	11,105	61,995	100,125	(38,130)	717.56%	116,325	61,995	70,608	(8,613)	-12.20%
Expense										
PROGRAM EXPENSES										
6494 · Webinar Expenses	0	0	0	0	0.0%	0	0	0	0	0.00%
6420 · Weekend Trainings	0	0	0	0	0.0%	25,000	0	0	0	0.00%
6430 · Intro to Government	0	2,961	11,160	(8,199)	26.53%	14,875	2,961	13,819	(10,858)	0.00%
6450 · Presentation/Fiscal Policy	0	4,318	2,204	2,114	195.92%	4,630	4,318	2,201	2,117	0.00%
6480 · Intermediate Governmental A	9,680	31,750	24,584	7,166	129.15%	33,970	31,750	26,004	5,746	0.00%
6594 · CMTA/CSMFO Course Exp	0	443	0	443	100.0%	1,900	443	541	(98)	0.00%
6595 · Revenue Fundamental I	0	0	4,500	(4,500)	0.0%	6,000	0	468	(468)	0.00%
6596 · Revenue Fundamental II	0	0	4,500	(4,500)	0.0%	6,000	0	0	0	0.00%
6597 · Developing Supervisory Skills	0	5,922	9,270	(3,348)	63.88%	12,350	5,922	0	5,922	0.00%
6598 · Leadership Skills	0	0	9,270	(9,270)	0.0%	12,350	0	0	0	0.00%
TOTAL PROGRAM EXPENSES	9,680	45,393	65,488	(20,095)	5.15	167,075	45,393	43,033	2,360	0.00
NET PROGRAM REVENUE	1,425	16,602	34,637	(18,035)	47.93%	(50,750)	16,602	27,575	(10,973)	-39.79%

California Society of Municipal Finance Officers

Statement of Activities

	Sept 2018	Jan-Sept 18	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan-Sept 18	Jan-Sept 17	\$ Change	% Change
OTHER Revenue										
4999 · Unknown/Unallocated	0	0	0	0	0.0%	0	0	0	0	0.00%
TOTAL OTHER Revenue	0	0	0	0	0.0%	(50,750)	0	0	0	0.00%
OTHER EXPENSES										
6970 · One-Time Budgeted Expenses	0	0	30,000	(30,000)	0.0%	30,000	0	0	0	0.00%
6990 · Database Development	0	0	0	0	0.0%	0	0	0	0	0.00%
99950 · Ask Accountant	0	0					0			
9950 · Prior Period Adjustment	0	6,670	0	6,670	100.0%	0	6,670	1,296	5,374	0.00%
TOTAL OTHER EXPENSES	0	6,670	30,000	(23,330)	22.23%	30,000	6,670	1,296	0	0.00%
CHAPTER REVENUE	7,250	75,319	100,000	(24,681)	75.32%	100,000	75,319	66,470	8,849	13.31%
CHAPTER EXPENSES	1,153	64,960	100,000	(35,040)	64.96%	100,000	64,960	63,652	1,308	2.05%
NET CHAPTER REVENUE	6,097	10,359	0	10,359	0.0%	0	10,359	2,818	7,541	267.64%
TOTAL CONFERENCE REVENUE	0	910,895	786,160	124,735	115.87%	786,160	910,895	828,100	82,795	10.00%
TOTAL CONFERENCE EXPENSES	0	817,900	830,081	(12,181)	98.53%	830,081	817,900	707,474	110,426	0.00%
NET CONFERENCE REVENUE	0	92,995	(43,921)	136,916	140.96%	(43,921)	92,995	120,627	(27,632)	-22.91%
TOTAL NET REVENUE	3,636	185,138	(18,653)	203,791	(992.54%)	(118,160)	185,138	248,090	(62,952)	-25.37%

California Society of Municipal Finance Officers

Sacramento Valley P&L January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.04 · Sacramento Valley	1,740.00
Total 4501 · Chapter Income	<u>1,740.00</u>
Total 4500 · PROGRAM REVENUES	<u>1,740.00</u>
Total Income	<u>1,740.00</u>
Gross Profit	1,740.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.04 · Sacramento Valley	1,934.44
6401.54 · Prior Period Sacramento Valley	30.00
Total 6401 · Chapter Expenses	<u>1,964.44</u>
Total 6400 · PROGRAM EXPENSES	<u>1,964.44</u>
Total Expense	<u>1,964.44</u>
Net Ordinary Income	<u>(224.44)</u>
Net Income	<u><u>(224.44)</u></u>

California Society of Municipal Finance Officers

East Bay P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.05 · East Bay (SF)	4,181.00
Total 4501 · Chapter Income	4,181.00
Total 4500 · PROGRAM REVENUES	4,181.00
Total Income	4,181.00
Gross Profit	4,181.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.05 · East Bay (SF)	3,253.07
Total 6401 · Chapter Expenses	3,253.07
Total 6400 · PROGRAM EXPENSES	3,253.07
Total Expense	3,253.07
Net Ordinary Income	927.93
Net Income	<u>927.93</u>

California Society of Municipal Finance Officers

Central Valley P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.06 · Central Valley	1,243.00
Total 4501 · Chapter Income	1,243.00
Total 4500 · PROGRAM REVENUES	1,243.00
Total Income	1,243.00
Gross Profit	1,243.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.06 · Central Valley	511.78
Total 6401 · Chapter Expenses	511.78
Total 6400 · PROGRAM EXPENSES	511.78
Total Expense	511.78
Net Ordinary Income	731.22
Net Income	<u>731.22</u>

California Society of Municipal Finance Officers

Peninsula Valley P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.07 · Peninsula	3,750.00
Total 4501 · Chapter Income	3,750.00
Total 4500 · PROGRAM REVENUES	3,750.00
Total Income	3,750.00
Gross Profit	3,750.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.07 · Peninsula	2,944.77
6401.57 · Prior Period Peninsula	30.00
Total 6401 · Chapter Expenses	2,974.77
Total 6400 · PROGRAM EXPENSES	2,974.77
Total Expense	2,974.77
Net Ordinary Income	775.23
Net Income	775.23

California Society of Municipal Finance Officers

Monterey Bay P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.08 · Monterey Bay	5,100.00
Total 4501 · Chapter Income	5,100.00
Total 4500 · PROGRAM REVENUES	5,100.00
Total Income	5,100.00
Gross Profit	5,100.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.08 · Monterey Bay	4,556.34
6401.58 · Prior Period Monterey Bay	80.00
Total 6401 · Chapter Expenses	4,636.34
Total 6400 · PROGRAM EXPENSES	4,636.34
Total Expense	4,636.34
Net Ordinary Income	463.66
Net Income	<u><u>463.66</u></u>

California Society of Municipal Finance Officers

South San Joaquin P&L January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.09 · South San Joaquin	1,735.00
Total 4501 · Chapter Income	<u>1,735.00</u>
Total 4500 · PROGRAM REVENUES	<u>1,735.00</u>
Total Income	<u>1,735.00</u>
Gross Profit	1,735.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.09 · South San Joaquin	4,297.32
Total 6401 · Chapter Expenses	<u>4,297.32</u>
Total 6400 · PROGRAM EXPENSES	<u>4,297.32</u>
Total Expense	<u>4,297.32</u>
Net Ordinary Income	<u>(2,562.32)</u>
Net Income	<u><u>(2,562.32)</u></u>

California Society of Municipal Finance Officers

Central Coast P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.10 · Central Coast	1,035.00
Total 4501 · Chapter Income	1,035.00
Total 4500 · PROGRAM REVENUES	1,035.00
Total Income	1,035.00
Gross Profit	1,035.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.10 · Central Coast	764.49
Total 6401 · Chapter Expenses	764.49
Total 6400 · PROGRAM EXPENSES	764.49
Total Expense	764.49
Net Ordinary Income	270.51
Net Income	270.51

California Society of Municipal Finance Officers

Channel Counties P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.11 · Channel Counties	5,310.00
Total 4501 · Chapter Income	5,310.00
Total 4500 · PROGRAM REVENUES	5,310.00
Total Income	5,310.00
Gross Profit	5,310.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.11 · Channel Counties	3,456.15
6401.61 · Prior Period Channel Counties	530.00
Total 6401 · Chapter Expenses	3,986.15
Total 6400 · PROGRAM EXPENSES	3,986.15
Total Expense	3,986.15
Net Ordinary Income	1,323.85
Net Income	<u><u>1,323.85</u></u>

California Society of Municipal Finance Officers

San Gabriel Valley P&L January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.12 · San Gabriel Valley	5,840.00
Total 4501 · Chapter Income	5,840.00
Total 4500 · PROGRAM REVENUES	5,840.00
Total Income	5,840.00
Gross Profit	5,840.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.12 · San Gabriel Valley	4,119.40
6401.62 · Prior Period San Gabriele	160.00
Total 6401 · Chapter Expenses	4,279.40
Total 6400 · PROGRAM EXPENSES	4,279.40
Total Expense	4,279.40
Net Ordinary Income	1,560.60
Net Income	1,560.60

California Society of Municipal Finance Officers

Central LA P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.13 · Central Los Angeles	480.00
Total 4501 · Chapter Income	480.00
Total 4500 · PROGRAM REVENUES	480.00
Total Income	480.00
Gross Profit	480.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.13 · Central Los Angeles	350.00
Total 6401 · Chapter Expenses	350.00
Total 6400 · PROGRAM EXPENSES	350.00
Total Expense	350.00
Net Ordinary Income	130.00
Net Income	130.00

California Society of Municipal Finance Officers

South Bay (LA) P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.14 · South Bay (LA)	4,800.00
Total 4501 · Chapter Income	4,800.00
Total 4500 · PROGRAM REVENUES	4,800.00
Total Income	4,800.00
Gross Profit	4,800.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.14 · South Bay (LA)	4,234.42
6401.64 · Prior Period South Bay (LA)	25.00
Total 6401 · Chapter Expenses	4,259.42
Total 6400 · PROGRAM EXPENSES	4,259.42
Total Expense	4,259.42
Net Ordinary Income	540.58
Net Income	540.58

California Society of Municipal Finance Officers

Desert Mountain Profit & Loss

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.15 · Desert Mountain	260.00
Total 4501 · Chapter Income	<u>260.00</u>
Total 4500 · PROGRAM REVENUES	<u>260.00</u>
Total Income	<u>260.00</u>
Gross Profit	<u>260.00</u>
Net Ordinary Income	<u>260.00</u>
Net Income	<u><u>260.00</u></u>

California Society of Municipal Finance Officers

North Coast P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.03 · North Coast	840.00
Total 4501 · Chapter Income	840.00
Total 4500 · PROGRAM REVENUES	840.00
Total Income	840.00
Gross Profit	840.00
Net Ordinary Income	840.00
Net Income	<u>840.00</u>

California Society of Municipal Finance Officers

Orange County Profit & Loss

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.16 · Orange County	11,210.00
Total 4501 · Chapter Income	<u>11,210.00</u>
Total 4500 · PROGRAM REVENUES	<u>11,210.00</u>
Total Income	<u>11,210.00</u>
Gross Profit	11,210.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.16 · Orange County	8,767.87
6401.66 · Prior Period Orange	60.00
Total 6401 · Chapter Expenses	<u>8,827.87</u>
Total 6400 · PROGRAM EXPENSES	<u>8,827.87</u>
Total Expense	<u>8,827.87</u>
Net Ordinary Income	<u>2,382.13</u>
Net Income	<u><u>2,382.13</u></u>

California Society of Municipal Finance Officers

Inland Empires P&L January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.17 · Inland Empire	20,100.00
Total 4501 · Chapter Income	20,100.00
Total 4500 · PROGRAM REVENUES	20,100.00
Total Income	20,100.00
Gross Profit	20,100.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.17 · Inland Empire	16,617.64
6401.67 · Prior Period Inland Empire	30.00
Total 6401 · Chapter Expenses	16,647.64
Total 6400 · PROGRAM EXPENSES	16,647.64
Total Expense	16,647.64
Net Ordinary Income	3,452.36
Net Income	<u><u>3,452.36</u></u>

California Society of Municipal Finance Officers

Coachella Valley Profit & Loss

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.18 · Coachella Valley	3,015.00
Total 4501 · Chapter Income	<u>3,015.00</u>
Total 4500 · PROGRAM REVENUES	<u>3,015.00</u>
Total Income	<u>3,015.00</u>
Gross Profit	3,015.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.18 · Coachella Valley	5,437.24
Total 6401 · Chapter Expenses	<u>5,437.24</u>
Total 6400 · PROGRAM EXPENSES	<u>5,437.24</u>
Total Expense	<u>5,437.24</u>
Net Ordinary Income	<u>(2,422.24)</u>
Net Income	<u><u>(2,422.24)</u></u>

California Society of Municipal Finance Officers

San Diego P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.19 · San Diego County	4,150.00
Total 4501 · Chapter Income	4,150.00
Total 4500 · PROGRAM REVENUES	4,150.00
Total Income	4,150.00
Gross Profit	4,150.00
Expense	
6400 · PROGRAM EXPENSES	
6401 · Chapter Expenses	
6401.19 · San Diego County	2,770.09
Total 6401 · Chapter Expenses	2,770.09
Total 6400 · PROGRAM EXPENSES	2,770.09
Total Expense	2,770.09
Net Ordinary Income	1,379.91
Net Income	<u>1,379.91</u>

California Society of Municipal Finance Officers

North East P&L

January through September 2018

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
4500 · PROGRAM REVENUES	
4501 · Chapter Income	
4501.02 · Northeast Counties	500.00
Total 4501 · Chapter Income	500.00
Total 4500 · PROGRAM REVENUES	500.00
Total Income	500.00
Gross Profit	500.00
Net Ordinary Income	500.00
Net Income	<u>500.00</u>

California Society of Municipal Finance Officers

North West P&L

January through September 2018

	Jan - Sep 18
Net Income	<u><u>0.00</u></u>



CSMFO BOARD REPORT

DATE: October 25, 2018

FROM: Drew Corbett, Past President
Laura Nomura, Chair, Career Development Committee

SUBJECT: Webinar Access for Washington, Oregon, and Alaska

DISCUSSION

In 2018, the Board approved a pilot program that allowed members from the Washington Finance Officers Association, Oregon Government Finance Officers Association, and Alaska Government Finance Officers Association access to the CSMFO webinar program. This access was provided at no cost to these associations, and no CPE credit was offered.

Attendance at the webinars from the members of these three associations has been strong, and the leadership from each association has expressed interest in its members continuing to have access to the webinars in 2019. To that end, we have been working on a proposal for continuing the webinar access for these three associations. The proposal is as follows:

- The associations will continue to have access to CSMFO webinars, approximately 60% of which are applicable to non-California entities, for a flat total fee of \$10,000 annually that will be split amongst the three associations. The suggested split was pro rata based on membership.
- The associations will be responsible for administering CPE credits, with CSMFO responsible for providing information on who attended the webinars.

To facilitate the discussion within each respective association, this proposal has been provided already to the associations, but it was provided with clear direction that it was subject to CSMFO Board approval. Further discussions with the other associations will be contingent on the discussion and action at this Board meeting.

RECOMMENDATION

It is recommended that the Board of Directors approve the proposal for continued webinar access to the associations from Washington, Oregon, and Alaska as outlined.



CSMFO BOARD REPORT

DATE: October 19, 2018

FROM: Brent Mason
Administration Committee, Vice-Chairman

SUBJECT: Annual Conference Handbook Update

Background:

CSMFO has prepared a comprehensive handbook to guide the development of the annual conference. Embedded within the handbook are various policies decided by the Board of Directors relative to managing the affairs of the annual conference. One of those provides that up to fifteen members of the Host Committee and the Program Committee are offered either complimentary conference registration or three free hotel nights. The combined limit of fifteen individuals has not been a problem in previous years. However in this year, the Program Committee has gotten significantly larger and if all members of both committees opt for the available benefit, the number would exceed fifteen.

The Administration Committee discussed this issue at its most recent meeting and is proposing a modification to this policy. It is suggested that the available benefit be extended to as many as ten members of each committee, for a possible total of twenty members receiving the complimentary registration or free hotel nights. The respective committee chairs would continue to determine eligibility for the members of their committee, and if more than ten committee members were eligible, preference continues for government members. However, one additional adjustment is proposed that is intended to address this potential conflict. If either of the committees does not use all of their ten allocated benefits, the unused benefit may be used by the other committee if they have need for more than ten. In no event would the total number of awarded benefits be greater than twenty.

Recommendation:

It is recommended that the Board of Directors approve the attached redline changes to the existing Annual Conference Handbook as described above.



ANNUAL CONFERENCE HANDBOOK

Revised August 2017

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INTRODUCTION

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

To this end, the Annual Conference provides all members with education and skills necessary to carry out a high level of professionalism in the field of municipal finance.

MEETING PLANNER SERVICES

The meeting planner provides site selection assistance, negotiates with venues and vendors on behalf of CSMFO, and assists in all ways and activities necessary to conclude the selection of site locations for the Conference. Meeting planning services are contracted in conjunction with overall management services for the organization. The Board of Directors is responsible for these contracts. It is the responsibility of the consultant to monitor the scope of services, and bring to the attention of the Host Committee any items being requested that fall outside the contract. Listed below is a brief overview of services being provided, and shall not in any way supersede the contracted scope of work.

PRIOR TO CONFERENCE – The meeting planner will be available to answer questions, meet with Board/committee members, and deal with any issues/problems that arise prior to Conference. As described in more detail in the contracted scope of services, planner will in general (with the direction of the committee/Board of Directors):

- Provide site selection assistance
- Negotiate final contract with host and overflow hotels
- Negotiate with hotel and off site venues on food/beverage needs
- Design the use of the meeting space to suit the conference program.
- Be Responsible for banquet event orders and give final guarantees
- Negotiate for entertainment, and/or decorations as needed
- Coordinate lodging arrangements for site selection, room upgrades at conference, reservations for all parties whose room cost is covered by CSMFO. Oversee registration for all exhibitors.
- Prepares conference budget.

DURING CONFERENCE – The meeting planner will be available to provide complete oversight of Conference, including but not limited to:

- On-site 24 hours a day to answer questions
- Meet with Host Committee/Board members
- Attend pre-Conference meetings with all appropriate hotel, convention center and audio visual personnel to advise them of any last minute program changes and to review entire program
- Meet with banquet/convention services manager to review final details
- Coordinate with Program Committee on each meeting room to ensure food/beverage and audio/visual needs are as ordered and meeting room is set according to requested requirements (or manage volunteers to assist with process, especially during concurrent

sessions)

- Set up, oversee and staff the registration desk
- Review the hotel bill and contracted vendor bills to validate all charges

POST-CONFERENCE – The meeting planner will meet with current and future Board/committee members for a “debriefing” of the Conference and make any recommendations for future Conferences. The meeting planner will also conduct a survey of attendees and exhibitors/sponsors to evaluate the Conference, and complete a final budget versus actual accounting of the event.

CSMFO GENERAL CONFERENCE POLICIES

Over the years, a number of Conference policies have been approved by the Board of Directors to help the Annual Conference Host Committee in planning the Annual Conference. These policies are reviewed by the Board on a regular basis. The Host Committee may make recommendations for review or edit of existing policies; however, until a policy amendment is approved by the Board of Directors, the existing policy must be followed. Board policies pertaining to the Annual Conference are listed below. Policies that support a specific area of the conference follow that section in the handbook.

CONFERENCE STAFF

CSMFO shall have, at a minimum, five (5) CSMFO staff members present at the Annual Conference; at a maximum, CSMFO shall have no more than one staff member per 100 registrations (or portions thereof). CSMFO will provide each of these staff members lodging for up to six (6) hotel nights, reimbursement for travel to and from the event, and meals during the length of stay. For CSMFO staff members or President required to be at the debriefing on the final day, that night’s lodging may be provided as well, at the discretion of the individual.

WAIVER OF CONFERENCE REGISTRATION AND HOTEL FEES

The President, President-Elect and Past President shall be provided upgraded hotel rooms during the Conference, if they are available. The incoming President shall be provided the Presidential Suite (or comparable suite) at no cost to the President for the maximum nights the room is complimentary to CSMFO. In the event the room is not complimentary, CSMFO will pay a maximum of four nights. The Conference Site Selection Committee shall strive to procure the Presidential Suite for the incoming President as part of the hotel contract. The President-Elect and Past President are required to pay the normal Conference registration fee and to pay their own hotel accommodations.

The President will receive complimentary registration to the Conference. Past-Presidents who are retired and are no longer working, inside or outside of government, are not charged for Conference registration. They are expected to pay for their hotel accommodations.

Retired government employees and students receive a \$50 discount on full registration fees, or a \$25 discount on daily registration fees. (Available for CSMFO members only.)

Up to ~~fifteen-ten~~ (15) Host and ten (10) Program Committee members may receive either complimentary conference registration or three (3) free hotel nights during the week of the Conference. The ~~respective chairs~~~~Host Committee Chair~~ shall determine which, if any, Host and Program Committee members receive this benefit; however such decision should be based on the level of participation and commitment leading up to the Conference. At a minimum, a member needs to have participated in a majority of the Host or Program Committee meetings either in person or via the call in line and also participated on a subcommittee. In the event there are less than ten (10) members on one committee and more on the other, the committee with more members may utilize the remaining benefits from the committee with less members, so that a total of twenty (20) members may receive the benefit. In the event there are ~~15 or~~ more than 20 members total on the host/program committees that qualify for the benefit, government members are to be first in line for the benefit. The distribution of the complimentary registration or room nights needs to be conveyed to the committee members by December 1st of the year preceding the conference.

All other CSMFO members attending the Conference shall pay the appropriate Conference registration fees and hotel room rates.

Those exempt from paying both Conference registration fee and hotel fee are:

1. An official representative of the Municipal Finance Officers Associations from the states of Alaska, Oregon and Washington
2. The President of California Municipal Treasurers Association or designee
3. The President of GFOA or designee
4. Speakers who do not otherwise attend the Conference (speakers receive one night hotel's stay and the day of their speaking engagement complimentary, unless otherwise negotiated by the Program Committee)
5. GFOA test proctor – one night of hotel lodging only

The exemption from paying hotel room rates shall not exceed three nights.

HOTEL SUITE ASSIGNMENT

If upgraded rooms are available, they shall be assigned based on the following priority:

1. Incoming President (Presidential Suite or equal)
2. Incoming President-Elect
3. Immediate Past President
4. CSMFO Executive Director
5. CSMFO Board Members
6. Outgoing Past President
7. Outgoing Board Members
8. CSMFO Staff

Even if some of the above have comped rooms, if upgraded rooms are available, then they should be assigned in the above order. The above list is strictly for use in determining who shall be assigned to suites if they are available. This depends on what is available at the hotel and what is negotiated in the hotel contract.

REIMBURSING CONFERENCE SPEAKERS

All requests for expense reimbursements of conference concurrent session speakers should be submitted no later than thirty (30) days after the completion of the Annual Conference and should use the following format:

Hotel – the amount should not exceed the cost secured at the discounted hotel rate at the main Conference hotel.

Meals – Meals will be reimbursed on the dates designated as traveling to/from the conference and for the day the speaker is participating in the Conference, except for meals provided at the Conference for which the speaker is available to attend. Reimbursement is solely for the speaker's meals.

Airfare – the amount should not exceed the "coach" rate of the airline being used.

Expense reimbursements for keynote speakers may differ from the above, as negotiated per their contracts.

HOSTED DINNERS

The Host Committee is responsible for planning all required dinners during the Conference. All expenses associated with the dinners shall be charged against the Conference budget.

The required dinners are:

1. Presidents Dinner
2. Banquet or equivalent event
3. A dinner for the VIPs/guests, at the discretion of the incoming President
4. Other dinners approved by CSMFO Board of Directors.

Those to be invited to the hosted dinners:

President's Dinner (Host - Incoming President)

Past-Presidents, Board of Directors, CSMFO staff, out-of-state guests, all members of the Host and Program Committees, Standing Committee Officers, Chapter Chairs, GFOA President or his/her representative, President of CMTA or his/her representative. All of the above invitees may bring a guest. The Incoming President may, at his or her discretion, invite up to an additional ten (10) guests, provided the event conforms to budgetary restrictions. If there are sponsors for the dinner, the number of representatives invited to the dinner will be concurrent with the published sponsorship levels.

Banquet or evening event (Host - Incoming President)

All Conference attendees.

BANQUET OR EVENING EVENT

The evening event of the Conference is intended as a social event, such as a banquet, however the Host Committee may develop other types of evening events to encourage social interaction.

PRESIDENT'S HOSPITALITY SUITE

It is customary for the incoming President to have available for his or her use, a hospitality room. In some cases, this can be part of the President's Suite. In other cases, it may be a separate room apart from the President's Suite. The use of the room is at the discretion of the President; however, customarily the room is used for social events hosted by the President and the Board of Directors. Expenses associated with the hospitality room shall be charged to the Conference budget.

PROGRAM COMMITTEE RESPONSIBILITIES

ANNUAL CONFERENCE PROGRAM

The purpose of the Program Committee is to set the educational content of the Annual Conference. The committee coordinates all speakers for the concurrent, earlybird and preconference sessions, as well as any others as requested by the President-Elect.

The Program Committee should handle the following:

1. Develop Annual Conference program topics. (The Annual Conference schedule is ultimately the responsibility of the President-Elect.)
2. Work with the Meeting Planner to design an acceptable timeline for all of the needs to be fulfilled by the Program Committee.
3. Prepare a “Call for sessions”, vet all of the submittals, select timely topics and concurrent session speakers, and negotiate contracts, where appropriate, within the approved Conference budget.
4. Create captivating titles for each of the sessions. (Ask speaker first; however, many appreciate assistance in creating a title that is appealing to our particular audience.)
5. Obtain from each speaker:
 - a. Audio-visual equipment needs (see speaker confirmation) and a signed taping permission form, as applicable, to provide to the meeting planner.
 - b. Employee Identification Number or Social Security Number on a W-9 form. The State of California now requires withholding on speakers who do not reside in California. Forward the W-9 or other tax forms and speaker fee amounts to CSMFO staff, who issues the 1099s for speakers.
 - c. A short biography.
 - d. Presentations should be posted to the CSMFO Conference app in advance if possible. Should a speaker insist on hard-copy handouts, the speaker must provide at his/her own expense. All presentations received will be posted to the CSMFO website after the Conference.
6. Arrange for the moderators for each of the sessions, including moderator confirmations and distributing instructions and speaker bios. Submit the list of moderators to CSMFO staff.
7. Coordinate with meeting planner all special arrangements and estimated costs for the speakers, including transportation, hotel rooms and other incidentals.
8. Report to the meeting planner the status of speakers' arrangements and the budget.

9. Send thank you letters to all speakers.
10. Make regular update reports to the CSMFO Board on the status of program content, selection and confirmation of speakers.

COORDINATION WITH HOST COMMITTEE

One of the Program Committee members shall be designated the liaison between the Program Committee and the Host Committee.

The Conference schedule is determined by the President-Elect, with input from staff and the Host and Program Committees. The final schedule should be shared with the Program Committee no later than six (6) months prior to the conference month. If the conference is being held in February, the schedule is to be determined by August 1st..

PRE-CONFERENCE TRAINING

The Program Committee selects the topics and speakers for the pre-conference training. Any fees associated with the pre-conference training (speaker fees, audio visual, etc.) will be communicated to the meeting planner. Revenue and expenses for the pre-conference training are included in the overall Annual Conference budget. The meeting planner is responsible for all hotel logistics associated with the pre-conference training, while the Program Committee is responsible for speaker coordination. Registration fees for the pre-conference training are established by the Program Committee, and shall at minimum be set to break even on the session. Pre- and on-site registration is handled by CSMFO staff. CSMFO staff arranges for pre-conference participants to be able to pick up their full conference registration packet upon arrival at the pre-conference.

HOST COMMITTEE RESPONSIBILITIES

The Host Committee and the meeting planner are responsible for the production of the Annual Conference. In concert and based on prior year feedback, they develop the conference schedule (i.e. Conference length, concurrent sessions timing, general session content, etc.). This schedule is to be shared with the Program committee. The President-Elect (the person that will be installed as President of CSMFO at the Conference business meeting) serves as the Host Committee Chair.

Listed below are the normal responsibilities of the Host Committee. Each Host Committee may organize differently; however, someone must be responsible for the following assignments:

HOST COMMITTEE CHAIR RESPONSIBILITIES

1. The President-Elect shall serve as the Host Committee Chair.

2. Oversee the overall Conference and Host Committee activities.
3. Appoint the Host Committee.
4. Develop the Conference schedule, after soliciting input from staff, Host Committee and Program Committee.
5. Develop Conference budget, in coordination with the meeting planner, and submitting it to the CSMFO Board for approval at the meeting held in conjunction with the annual Planning Session.
6. Provide oversight of financial management and recordkeeping for the Annual Conference, in cooperation with CSMFO staff.
7. Make regular update reports to the CSMFO Board on the status of hotel negotiations, registration and sponsorship numbers and other financial reports as needed.
8. Provide to the Board of Directors, by no later than the May Board of Director's meeting following the Conference, a final financial accounting of all Conference activities.

HOST COMMITTEE MEMBER RESPONSIBILITIES

1. Make every effort to attend, either in person or via conference line, scheduled meetings.
2. Participate in discussions regarding agenda items at each meeting.
3. Serve as a lead person and/or subcommittee member on the following assignments: Hospitality, Vendor Relations, Marketing, Hosted Evening Event, Activities, Scholarships, Conference Swag/Speaker Gifts, Technology, Actuary Appointments, General Session Speakers

Note: It is possible that every subcommittee will not be needed for all conferences, and conversely others may be needed.

CONFERENCE MATERIALS

1. After consultation with the Host Committee, the meeting planner should work with the graphic designer to design the logo for the event. The logo is subject to Host Committee review and approval.
2. CSMFO staff prepares a conference website, with all relevant conference information, including schedules, hotels and registration information. The website is updated as new information becomes available.
2. CSMFO contracts with a third-party provider to print name badges that work with scanners at session doors to electronically log CPE hours. CSMFO staff prepares registration packets for pick-up on-site, including tickets and ribbons. Registration is done using the association's database, and is maintained by CSMFO staff.
3. The CSMFO meeting planner will coordinate preparation of materials to be

handed out at the Conference registration desk, including conference gifts, on-site program, list of attendees, etc.

4. CSMFO staff coordinates with appropriate vendor(s) to create the app for the CSMFO conference, and is contracted to maintain the app and keep it updated as information becomes available and/or changes.
5. CSMFO staff prepare packets for the moderators and room monitors, and place the packets in the respective meeting rooms in advance of the sessions. The packets include: event sheet, copies of the speaker bios and speaker gift(s). The moderators and room monitors will also receive an instruction sheet in their registration envelope.
6. CPE hours are tracked using name badges in conjunction with electronic scanners outside each educational session where CPEs are available. Attendees can log in to a site after the event to print a certificate listing their total CPEs for the Conference.
7. After the event, the meeting planner will create and distribute to all attendees an online survey to evaluate the success of the event.

CONFERENCE ON-SITE REGISTRATION

1. On-site Conference registration is primarily handled by CSMFO staff. CSMFO staff may solicit volunteers to assist as they deem necessary.
2. At Conference registration, CSMFO staff will check to ensure that proper registration fees have been paid and collect any unpaid fees when possible.
3. Meeting planner should ensure extra materials are available for on-site registrations.
4. Registration should stay open throughout the Conference to ensure attendees can get their registration materials, name badges and event tickets.

CONFERENCE LOGISTICS

1. Meeting Planner should contract with the audio-visual vendor to provide the requested equipment for general session speakers as well as the equipment for each of the concurrent session rooms. If it is determined that the Conference sessions will be taped, the meeting planning may arrange for a vendor to tape the sessions. The meeting planner should negotiate all audio-visual (A/V) contracts.

The meeting planner will work closely with the Program Committee to determine the A/V needs of each speaker and will make arrangements for the proper equipment in each room. The concurrent session equipment will be standard; keynote speakers may request special A/V needs.

2. The meeting planner should keep the hotel/convention center management posted on any schedule changes, and ensure that dining rooms are ready on schedule.
3. The meeting planner should coordinate with hotel staff during Conference to ensure that:
 - Seating arrangements are satisfactory
 - Lighting arrangements are adequate
 - Refreshments are sufficient in rooms
 - Heating and air conditioning are working properly
 - Flipcharts or other audio or visual aids are available and in place at proper time.
4. The Scholarship coordinator appoints room monitors for each session, whose responsibility it is to report any equipment failures, notify CSMFO staff of any room needs (additional chairs, temperature changes, refreshment needs, etc.). The Scholarship coordinator is required to utilize conference scholarship recipients as room monitors, although not exclusively; the list is then provided to CSMFO staff.

It is recommended that sufficient volunteers are recruited to provide at least one person for each event (see room monitors above). The event person will be the eyes and ears of the session and help to ensure the event's success from a logistics point of view.

CONFERENCE EVENTS

1. Meeting planner coordinates the following:
 - a. All meals including any for the Pre-Conference
 - b. Refreshments for breaks including any for the Pre-Conference
 - c. The banquet or special event theme, food, entertainment, decorations
2. Meeting planner should provide the food guarantees (numbers of persons to be served) for breaks and for each meal.
3. Meeting planner should communicate any special dietary needs to the hotel staff.

CSMFO VENDORS/EXHIBIT HALL

CSMFO vendors, sponsors and exhibit hall logistics are handled by the Meeting Planner.

1. Review prior year conference vendor/exhibit notes and forms.
2. Determine hours of exhibit hall, in collaboration with the Host Committee. This is a key issue with vendors and plays an important role in their decision to participate.
3. Prepare vendor registration form.
4. Non-profit organizations may choose to exhibit at the lowest level for a discount of 25% off the regular fee for that level. This discount is only available at the lowest level. Any non-profit organization desiring a higher level of participation is required to pay the stated fee for that level. The California Municipal Treasurers Association (CMTA) receives a complimentary tabletop exhibit.
5. Meeting planner prepares vendor solicitation prospectus with key data about Conference. Establish sponsor level amounts and other rates with approval by Host Committee.
6. Meeting planner contacts booth provider and determine what items are provided with the booth and what items are costed separately, to be paid by the vendor/exhibitors (e.g., wastebaskets, chairs, tables, carpet, etc.)
7. With booth provider, meeting planner will determine layout of the Exhibit Hall, and get fire marshal approval of floorplan. Keep Conference attendees mingling as much as possible in the Exhibit Hall by scheduling the snack breaks, continental breakfast, and vendor reception events in the Exhibit Hall.
8. Have booth provider prepare an Exhibit Hall floor plan that can be updated as registrations are processed and posted on the CSMFO website. Update regularly!
9. CSMFO staff will send a confirmation to each vendor once they have registered for a booth. Do not reserve a booth until payment is received.
10. Determine how to recognize the vendors that contributed at the higher levels. Exhibit booth providers may be able to include their names and logos on signage.
11. At the Conference during the Exhibit Hall hours, keep in contact with the vendors to make sure they have everything they need.
12. After the Conference, CSMFO staff will follow up with a satisfaction survey.

13. Vendor activities should not conflict with scheduled Conference events. CSMFO staff must make a special effort to notify vendors of this policy and to make them aware of which night is left 'open' for vendor receptions, etc. Make sure that the hotel notifies the meeting planner if a vendor rents a room for hosting some event.

CONFERENCE ONSITE PROGRAM

The Host Committee, in collaboration with the Program Committee, is required to prepare or have Meeting Planner prepare a Conference Onsite Program, which documents every event that occurs during the entire Conference. In addition, a President's Itinerary may be created by CSMFO staff and/or the contract meeting planner, to assist him or her in Conference preparations.

CONFERENCE SCHOLARSHIPS

The Host Committee shall identify an individual from within the committee to coordinate Conference scholarships. Such individual shall work with CSMFO staff to create the necessary forms, post said forms on the website and solicit applications from the membership.

1. Funding for a minimum of 10 full scholarships is to be included in the Annual Conference Budget with additional funding at the discretion of the Host Committee based on Annual Conference Budget approved by the Board.
2. The Host Committee will manage the scholarship process and selection of the recipients.
3. The scholarship application period shall run from initial registration date to a date previous to the early-bird registration deadline, as determined by the Host Committee. Host committee is to provide notice to all applicants within two weeks.
4. Scholarship recipients must be a government member of CSMFO in the year the conference is to be held.
5. Recipient must not have received a scholarship from CSMFO in the past 18 months.
6. An agency shall not receive a scholarship more than 3 times in 5 years.
7. Applicants must make a financial hardship statement on the application.
8. Scholarship recipient must be the only attendee from their Agency to attend.
9. To encourage involvement in CSMFO Committee and Chapters, applicants are to express their involvement or desired involvement with CSMFO on the application form.
10. Scholarship recipient will be a room monitor for 2 break-out sessions or otherwise volunteer at least 3 hours at the Annual Conference as identified by the Host Committee.
11. Scholarship recipient is eligible to receive conference registration and up to two nights of hotel accommodations. The two hotel nights covered by CSMFO begin on the day of the first General Session and are at the conference's overflow hotel. Should there be no overflow hotel, accommodations will be at a hotel determined by the Host Committee. The recipient or his/her agency will be responsible for travel to/from conference, additional nights of hotel accommodations, pre-conference sessions, and all other incidentals.

12. Should more applications be received than budgeted, the Host Committee will provide preference for first-time attendees, first-time applicants and/or the potential recipient's involvement with CSMFO.
13. At the Host Committee's discretion, the application period can be extended if all scholarships have not been awarded.
14. Should the applicant live within 30 miles of conference, they will be encouraged by the Host Committee to commute to conference to provide additional funding for other scholarships.

UPDATE OF ANNUAL CONFERENCE HANDBOOK

The Annual Conference Host and Program Committees should make recommendations to the Administration Committee for updates of this handbook, as deemed necessary.

The Administration Committee will periodically review this Handbook, but is required to review the Handbook after execution of any contracts, such as Management and/or Meeting Planner contracts, that may alter the content of the Handbook. Should this Handbook ever be in conflict with any contracts, the contracts shall prevail.

Helpful Hints

1. Legislators and their staffs are high-risk speakers, as they often have to cancel the engagement at the last moment. If booked, be sure to have a backup in case of cancellation. The people sent to fill in may not be people you want.
2. Taping permission form, if taping, is required and must be personally signed by the speakers. Emailed approval is not sufficient. Information should be forwarded to the meeting planner.
3. After all speakers have informed of their audio-visual needs, communicate same to meeting planner. The meeting planner will negotiate packages as necessary.
4. Let the CSMFO members assist in suggesting topics for concurrent sessions by means of a Call for Presentations. They know what they want to learn about and have great ideas. Use CSMFO staff to coordinate the Call online and to email notification of the Call to the membership. Also, use the Career Development Committee for ideas/feedback.
5. Getting moderators can be a time-consuming task. Chapter Chairs, Committee and Board members are a good place to start. Personal phone calls seem to work the best. Start early.
6. Online registration forms should include an area for special needs.
7. Whenever possible, registration materials should be provided to the Board of Directors prior to the Conference.
8. Special Meetings are frequently requested during the Annual Conference. These meetings often are related to special projects and goals planned by the Board. The Host Committee Chairs should encourage Board and committee members to identify any such meetings when the budget presentation is made at the CSMFO Board meeting in the fall.
9. Standing Committee meetings that are scheduled during the Annual Conference should be noticed by Committee Chairs.
10. Other events such as a golf tournament, tennis tournament, tours, organized walk, aerobics, etc., are acceptable. Scheduling of such events is up to the Host Committee. It should be noted, however, that assistance with such events is not included in the meeting planner or management contracts, and may be subject to additional fees should the event(s) not be completely managed by volunteers.
11. Invitations to out-of-state guests and other VIPs should be mailed no later than three months in advance of the Conference. Keep in mind that guests are probably not familiar with the Conference city. The invitation should include information about the area and any special events during the Conference. Each

out-of-state guest should be assigned a CSMFO liaison to assist them and ensure they know where they are to sit, what is expected of them, when they will speak, etc., as well as be sure they are made welcome.

12. Invitations to the President's Dinner should be sent approximately six weeks in advance of the event. If the Dinner has a sponsor(s), include appropriate logos on the invitation. See the "Hosted Dinners" section for more information.
13. Working with a speakers bureau:
 - Committee may work with as many bureaus as desired, though it may get confusing to use more than two. If you contact a bureau and they make a recommendation to you, the group may incur fees if you subsequently engage the speaker without using the bureau.
 - The bureaus will want to know general topic areas for which a speaker is required and a budget for each. Video clips are often available on websites.
 - The Committee may request that the bureau contact specific speakers even if they are not on their current list, though the committee may want to try to contact speakers directly to obtain a lower price.
 - The fees quoted by the bureaus are usually negotiable.

CSMFO ANNUAL CONFERENCE THEMES

2018	Riverside	Mission: Possible: Collaborate, Innovate, Achieve
2017	Sacramento	Venture to the Capital
2016	Anaheim	A Finance Life For Me
2015	Monterey	The Changing Tides of California Finance
2014	Palm Springs	Playing the Next Round
2013	Oakland	California Finance...And All That Jazz
2012	Anaheim	Soarin' Over California Finance
2011	Burlingame	Change is the Name of the Game of Public Finance
2010	Los Angeles	LA Live
2009	San Francisco	Climbing the Hills of Public Finance
2008	Anaheim	The Wonderful World of Finance
2007	Modesto	50 Years of Fabulous Finance
2006	Palm Springs	Rising to New Heights in Finance
2005	Burlingame	Bridging our Financial Future
2004	Long Beach	Navigating Financial Currents
2003	Sacramento	The Capitol Connection
2002	San Diego	Surfing the Waves of Change
2001	San Jose	A Finance Odyssey
2000	Pasadena	Expanding Horizons in Government Finance
1999	Monterey	Sailing into the New Millennium
1998	Newport Beach	An Ocean of Opportunities
1997	Pleasanton	Harvesting Prosperity
1996	Burbank	Lights, Camera, Finance
1995	San Luis Obispo	Finance Off Ramp to the Information Highway
1994	Riverside	Financial Futures: Survival of the Fittest
1993	Santa Clara	Meeting with a Mission: Strategies and Tactics for the Business of Government
1992	Long Beach	Finance is Management
1991	Millbrae	Ethics, Excellence, Success
1990	San Diego	Setting Sail toward Excellence
1989	Santa Rosa	Uncorking the '90s
1988	Anaheim	Managing for the Future
1987	Fresno	Sharing the Best
1986	Claremont	Quest for Knowledge
1985	San Jose	Going for the Gold
1984	San Diego	The Challenge of Change
1983	Sacramento	Innovation of the '80s
1982	Anaheim	Cost Effectiveness in the '80s
1981	Santa Clara	California's Great American Cities
1980	Oxnard	Changing with a Changing World
1979	Oakland	(no file)
1978	San Diego	(no file)

1977	Monterey	The Future - Pro-Active or Active?
1976	Long Beach	Future Fiscal Shock
1975	Sacramento	New Thoughts for the Soaring Seventies
1974	Pasadena	The Making of a Vice President - Finance
1973	San Mateo	Municipal Finance - Big Business
1972	Newport Beach	Team Management to Meet the Fiscal Crisis
1971	Monterey	Where Do We Go From Here?
1970	Beverly Hills	Partners in Progress
1969	Oakland	Urban Problems - Revenue Reform
1968	Palm Springs	The City - Not the Department
1967	Palo Alto	
1966	El Segundo	
1965	Sacramento	
1964	Santa Barbara	
1963	Fresno	
1962	Fresno	
1961	Fresno	



CSMFO BOARD REPORT

DATE: October 25, 2018

FROM: Kate Zawadzki
Administration Committee Chair

SUBJECT: Michael Coleman Contract Renewal

Background:

At the February 20, 2018 CSMFO Board meeting, a working group was established to review the contractual agreement with Michael Coleman. The working group developed a proposed contract that was submitted to the Board at the May 24, 2018 meeting. During this meeting, the Administration Committee was directed to begin negotiations with Michael Coleman.

The Administration Committee completed negotiations with Michael Coleman that resulted in the following substantive changes from his previous contract that will expire on December 31, 2018:

- 2019 Retainer increased 3% to \$16,000 and the 2020 retainer increased 5% to \$16,800
- Maximum expense reimbursement increased from \$4,300 to \$5,000
- Elimination of the \$400 supplemental chapter event retainer
- 8 chapter meeting presentations per year

Additionally, Michael Coleman requested up to \$600 reimbursement for a subscription to a presentation polling software. The Administration Committee feels that this is a subscription that may be beneficial for other CSMFO activities and could be subscribed to by the organization for Michael Coleman's use during his CSMFO work. A provision for this option has been included in the last item of section 5 related to compensation in the proposed contract.

Recommendation:

- 1) Review, discuss, and approve the 2 year contract for Michael Coleman.
- 2) Direct the Technology Committee to research presentation polling software subscriptions for selection at the December 2018 Board Meeting.

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and effective as of ____ day of _____, 2018 between the California Society of Municipal Finance Officers ("CSMFO"), a nonprofit corporation located in Sacramento, California, and Michael Coleman ("Consultant"), an individual, located in Davis, California doing business as "Coleman Advisory Services" and "CaliforniaCityFinance.com." 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 January 1, 2019 and ending December 31, 2020.

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) **Retainer:** CSMFO agrees to pay Consultant the following fee for professional services which are specified and detailed in Exhibit A:

<u>Year</u>	<u>Quarterly Retainer</u>	<u>Total Annual Retainer</u>
2019	\$4,000	\$16,000
2020	\$4,200	\$16,800

- (b) **Reimbursement of Expenses:** Total reimbursable expenses under this Agreement will not exceed \$5,000 per year without prior written authorization from CSMFO. CSMFO will reimburse expenses according to the schedule below.

- Ground Transportation – Automobile mileage at the current Standard Business Mileage Rate established by the Internal Revenue Service, plus tolls, parking, taxi, shuttle services, ride share, transit and bus fares and related gratuities.
- Airline – Coach airline fares purchased at least 14 days in advance (when possible)
- Meals at conference or meetings except when meals are otherwise available as part of the event. Up to \$25 for breakfast, \$30 for lunch, and \$60 for dinner.
- Lodging – Other than lodging paid by CSMFO at CSMFO conferences and meetings, up to \$325 per night when work requires overnight stays at sites over 60 miles from the Consultant's primary office or residence, whichever is closer.
- Conference or event registration fees.
- Presentation Polling Subscription – Up to \$600 per year for subscription to presentation polling software (such as "Poll Everywhere") for use at CSMFO presentations. If CSMFO subscribes to a polling service, the consultant will use this subscription in lieu of the reimbursement.

- (c) **Chapter Meeting Presentations, training or workshops:** Consultant will provide to CSMFO up to sixteen (16) training and education events during the course of this contract.

<u>Year</u>	<u>CSMFO Chapter Fee per Event</u>	<u>Chapter event at Annual Conference</u>
2019	\$600	\$0
2020	\$600	\$0

Commented [TJ1]: Exhibit A says '16 training and education presentations', which can be different than providing 16 event days, where each day, although may be a repeat of the same presentation, can have multiple presentations in one day.

May want to clarify so the Exhibit language is the same.

- (d) **Invoices:** Consultant will submit quarterly invoices to CSMFO. Invoices will contain the following information:

- The beginning and ending dates of the billing period
- Itemized Work Description – A detailed itemization of all charges, including (1) the work performed during the billing period, referring to tasks and deliverables identified in Exhibit A; and (2) the hours spent.
- Reimbursable Expenses – An itemized list of reimbursable expenses will be submitted quarterly. CSMFO will notify Consultant in writing of any expenses it disputes within 14 days of CSMFO's receipt and will resolve

- any disputes promptly.
- (e) **Quarterly Payments:** CSMFO will compensate Consultant based upon invoices for services satisfactorily performed and, if appropriate, for authorized, reimbursable costs incurred. CSMFO will pay all undisputed invoices and reimbursement requests presented by Consultant within 21 days of the receipt of such invoices.
 - (f) **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.
 - (g) **Total Compensation:** The total sum state above in sections a through c of section 5 of this agreement will be the total that CSMFO will pay for services to be rendered annually by Consultant under this agreement.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- (a) This Agreement may be suspended or terminated by either party without cause upon thirty days written notice. Upon termination, Consultant will be entitled to compensation for services performed up to the effective date of termination, provided that Consultant presents an invoice describing all work completed and expenses incurred and turns over all work product and records associated with this Agreement to CSMFO.
- (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. MEDIATION

Should any dispute arise out of this Agreement, the parties will meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party will be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, will be shared equally by the parties. If a mediated settlement is reached, neither party will be deemed the prevailing party for purposes of the settlement and each party will bear its own legal costs.

9. 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.

10. 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.

11. INSURANCE REQUIREMENTS

Consultant acknowledges Consultant's obligation to obtain appropriate insurance coverage for the benefit of Consultant. Consultant waives any rights to recovery from CSMFO for injuries that Consultant (and/or Consultant's employees) may sustain while performing services under this Agreement and that are a result of the negligence of Consultant.

12. 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 whatsoever 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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: Michael Coleman
CaliforniaCityFinance.com
2217 Isle Royale Lane
Davis, CA 95616-6616
Attention: Michael Coleman

19. 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

Melissa Dixon
CSMFO Executive Director

Date

Signature

Michael Coleman
Consultant

Date

EXHIBIT A

SCOPE OF WORK TO BE PERFORMED

Scope of Consultant Services. Consultant agrees to perform the following services for CSMFO annually:

- A. Research, prepare and provide up to twelve (12) hours for training and educational presentations at CSMFO events as follows, as requested:
 - 1. CSMFO Annual Conference
 - 2. CSMFO Weekend Training
 - 3. Webinars
- B. Publish handout versions of CSMFO presentations on CaliforniaCityFinance.com and on the CSMFO Website
- C. Attend and provide ad hoc professional advice and support to attendees at the CSMFO Annual Conference and CSMFO Weekend Training.
- D. Respond to CSMFO listserv inquiries related to state budget, fiscal legislation and revenue and taxation law, practice and history. Provide updates on critical legislation and events of concern to CSMFO members.
- E. Research, prepare and provide up to sixteen (16) training and education events for CSMFO chapter meeting or events.
- F. Submit annual written reports that describe the performance of the activities outlined herein.

Commented [TJ2]: Refer to earlier comment on page 2

Scope of CSMFO Obligations to Consultant. CSMFO is responsible for the following:

- A. Provide direction and suggestions within the scope of this agreement and consistent with CSMFO's overall strategic objectives in the local government finance arena.
- B. Make CSMFO staff available for consultation on all projects.
- C. Extend complimentary full event registration to Consultant at CSMFO programs and meetings relevant to Consultant's responsibilities to CSMFO.
- D. Provide complimentary lodging at prevailing CSMFO rates at CSMFO conferences and meetings for the full duration of the event including related preconference or pre-meeting events.
- E. Provide complimentary commercial membership in CSMFO.
- F. Provide email address, username and password information to Consultant to facilitate consultant's access to CSMFO websites and internet communication systems. Periodically update content for relevancy.
- G. Perform annual review of Consultant's performance as described herein.

Commented [TJ3]: Delete page below this one.



CSMFO BOARD REPORT

DATE: October 25, 2018

FROM: Alberto Preciado
Administration Committee Vice-Chair

SUBJECT: Proposed Contract for Don Maruska & Company

Background:

Don Maruska has been providing services to CSMFO since 1997. The current contract between Don Maruska & Company and CSMFO became effective on January 1, 2016 and will expire on December 31, 2018.

At the August 23, 2018 meeting of the CSMFO's Board of Directors, the Career Development Committee proposed a contract extension for Don Maruska & Company, for a term of one year, in the amount of \$78,642. The amount of the contract represents a 3% annual increase from 2017. Similarly, there is a 3% annual increase from 2017 for the production cost of \$5,198 per additional webinar. The Board of Directors approved the proposed contract and directed the Administration Committee to finalize it.

The Agreement being presented for the Board of Directors is for services including support to the Career Development Committee, development of CSMFO's webinar training series, and for career-development coaching support. Additionally, the Agreement includes succession planning for the transition of these programs to a replacement consultant. The contract would take effect on January 1, 2019 and expire on December 31, 2019.

Recommendation:

It is recommended that the Board of Directors:

- Review, discuss, and approve the proposed one-year Agreement for Don Maruska & Company;
- Direct the Career Development Committee to bring a Scope of Services for a replacement consultant to the Board at the December meeting;

- Direct the Administration Committee to use the Scope of Services brought at the December meeting to bring an RFP for a replacement consultant to the Board at the March 2019 meeting.

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and effective as of December__, 2018 between the California Society of Municipal Finance Officers ("CSMFO"), a nonprofit corporation located in Sacramento, California, and Don Maruska & Company Inc. ("Consultant"), a corporation located in Morro Bay, 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 a one-year period beginning January 1, 2019 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. Additional services beyond the scope of those defined in Exhibit A, must be authorized by the Career Development Committee Chair, with the approval of the Board of Directors.

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

5. COMPENSATION

- (a) Base Fee: CSMFO agrees to pay Consultant the following base fee for professional services which are specified and detailed in Exhibit A:

January 1, 2019 – December 31, 2019	\$78,642
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In general, the above stated fees are inclusive of expenses such as hotel, airfare, car rental, meals, office supplies, telephone fees, and all other incidental expenses incurred in the course of providing CSMFO services described in Exhibit A, with the following exception:

CSMFO shall provide Consultant with complimentary registration and travel and lodging expenses to the Annual Conference and any onsite videotaping expenses, if CSMFO requests video of any special sessions.

- (b) Quarterly Payments: Payment for services rendered will be made on a quarterly basis and based on the receipt of an invoice and a report outlining the services rendered during the quarter, as described in Exhibit A - Deliverables.
- (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 Career Development Committee Chair. Consultant shall be compensated for additional services as follows:

Production cost per additional webinar	\$ 5,198
Succession planning and training of resources to transition and sustain CSMFO Coaching Program in 2020	to be determined

Other requested additional services will be negotiated on a case by case basis and will be billed separately, at month-end, net 30 days.

6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- (a) This Agreement may be terminated by either party for any reason, without cause, upon ninety (90) days' written notice. Upon termination for Default of Consultant, Consultant will be entitled to compensation for services performed up to the effective date of the termination, provided Consultant presents an invoice describing such work completed and expenses incurred, which would require approval by CSMFO. In addition, Consultant must immediately turn over all work product and records associated with this Agreement to CSMFO. Final payment may be withheld until all documents have been transferred to CSMFO.

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. If CSMFO terminates this Agreement without Default of Consultant, CSMFO agrees to pay both the current quarterly payment due and an additional quarterly payment as compensation for the advance preparation necessary to develop and deliver the annual program.

- (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

Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, computer files, notes, and other documents prepared in the course of providing services to be performed pursuant to this Agreement shall become the sole property of CSMFO and may be used, reused, or otherwise disposed of by CSMFO without the permission of Consultant, except such property right shall not apply to property which is under copyright or other ownership protection of Consultant or third parties. With respect to computer files, Consultant

shall make available to CSMFO the necessary computer software and hardware for purposes of accessing, compiling, transferring, and/or printing computer files, except such access shall not apply to computer software or hardware owned or operated by third parties.

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.

11. 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.

12. LEGAL RESPONSIBILITIES

The 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. The 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 the Consultant to comply with this Section.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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 200
Sacramento, CA 95811
Attention: Executive Director

To Consultant: Don Maruska & Company, Inc.
895 Napa Avenue, Suite A-5
Morro Bay, CA 93442

18. 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

Melissa Dixon, Executive Director
California Society of Municipal Finance Officers

Date

Signature

Don Maruska, CEO
Don Maruska & Company, Inc.

Date



CSMFO BOARD REPORT

DATE: October 25, 2018

FROM: Advocacy Ad-Hoc Committee

SUBJECT: Advocacy Guiding Principles and Responsibilities

Background:

At the 2017 Strategic Planning meeting the subject of CSMFO's role in advocacy was discussed. The Advocacy Ad-Hoc Committee (Committee) was formed to explore this role and provide a recommendation to the Board of Directors.

The Committee was tasked with the goal to determine what principles, structures, and guidelines are necessary to allow CSMFO to respond quickly and appropriately on legislative and advocacy issues. The Committee was mindful that CSMFO members represent many types of agencies, which include cities, counties, school districts, and special districts. Because of this broad representation, it was noted that a "one-size fits all" approach would not be appropriate as some issues may benefit some members and potentially harm others.

Development of Guiding Principles for Advocacy

The Committee surveyed the listserv for sample guiding principles and reviewed numerous policies published on the League of California Cities website. Based on a review of these sample policies, the Committee drafted a set of guiding principles for the Board's review. These principles cover the following themes:

1. Maintain local control/fiscal independence
2. Support local equity & long-term sustainability of fiscal resources
3. Support transparency/effective & efficient reporting
4. Support solution to attract, retain and develop finance professionals

Support of League Appointees

In addition to developing a set of guiding principles, the Committee discussed the role of the seven (7) League Appointees. The Committee reviewed the League Appointees section of the *2018 Leadership Roles & Responsibilities Handbook*. The Committee has made several suggested amendments to this section with the purpose to provide greater

support to the Appointees and establish communication expectations from these volunteers. Finally, the Committee would also like the Board to consider a more hands-on support role to the volunteers through Board member assignments.

Future Endeavors for Ad-Hoc Committee

Section XII of the *CSMFO Policy and Procedures Manual* reference the creation of an Advocacy Task Force. This task force is created on an as-needed basis at the request of the Board President. If requested, the Committee could review this section of the policy manual and recommend updates if needed.

Another future opportunity that could be explored is expanding our relationship with other professional organizations such as the California School Boards Association (CSBA), California Special District's Association (CSDA), and the California State Association of Counties (CSAC). Ideally, the Committee envisions that these relationships would be similar to the relationship with the League.

Recommendation:

The Advocacy Ad-Hoc Committee is requesting that the Board of Directors:

Guiding Principles

1. Approve the draft Guiding Principles, as presented.
2. Provide feedback on the proposed Guiding Principles and suggest further edits for consideration at a future Board of Directors meeting.

Leadership Roles & Responsibilities Handbook – League Appointees Section

1. Approve the amendments, as presented.
2. Provide feedback on the amended League Appointees section and suggest further edits for consideration at a future Board of Directors meeting.

Support for League Appointees

1. Consider Board member support roles in 2019 by assigning a liaison to each League Appointee for the purpose of greater support and enhanced communication.

Future Endeavors for the Advocacy Ad-Hoc Committee

1. Review Section XII of the *CSMFO Policy and Procedures Manual* and recommend updates if needed.
2. Explore expanded relationships with CSBA, CSDA, and/or CSAC.

Attachments:

1. Draft Guiding Advocacy Principles
2. Amended section of the *CSMFO Policy & Procedures Manual – League Appointees*

DRAFT

Legislative Guidelines (proposed grouping)	Count of Examples of Initiatives to support Policy Values
Maintain Local Control or Fiscal Independence	7
Support Local Equity & Long-term Sustainability of Fiscal Resources	14
Support Transparency & Effective & Efficient Reporting	2
Support Solutions to Attract, Retain, and Development Finance Professionals	1
Grand Total	24

POTENTIAL LEGISLATIVE GUIDELINES (proposed grouping)**Maintain Local Control or Fiscal Independence****Support Local Equity & Long-term Sustainability of Fiscal Resources****Support Solutions to Attract, Retain, and Development Finance Professionals****Support Transparency & Effective & Efficient Reporting****X- Not recommended as a CSFMO legislative example****z?****Legislative****Guidelines** Examples of Initiatives that would support Policy Values

Grand Count

Source of
Initiative

25

Maintain Local Control or Fiscal Independence Count

7

Maintain Local C	Local Control	Roseville
Maintain Local C	Support legislation for CEQA reform that streamlines the environmental review process	Roseville
Maintain Local C	Protect the ability to adopt local amendments to fire & building codes	Roseville
Maintain Local C	Support legislation that enables law enforcement agencies to provide quality safety, fire and emergency medical services to Californians	San Jose
Maintain Local C	Preserve local control – oppose legislation that preempts local authority; local agencies should preserve authority and accountability for revenues raised and services provided	Stanton
Maintain Local C	Oppose measures that reduce local control over employee relations issues	Stanton
Maintain Local C	Support streamlined environmental and regulatory initiatives that improve the speed and efficiency for projects that are reviewed and permitted	CVWD

POTENTIAL LEGISLATIVE GUIDELINES (proposed grouping)
Maintain Local Control or Fiscal Independence
Support Local Equity & Long-term Sustainability of Fiscal Resources
Support Solutions to Attract, Retain, and Development Finance Professionals
Support Transparency & Effective & Efficient Reporting
X- Not recommended as a CSFMO legislative example
z?

Legislative**Guidelines** Examples of Initiatives that would support Policy Values

Source of Initiative

Support Local Equity & Long-term Sustainability of Fiscal Resources Count

14

Support Local Equity	Fiscal Responsibility	Roseville
Support Local Equity	Avoid costly and unnecessary regulations	Multiple
Support Local Equity	Avoid unfunded mandates	Multiple
Support Local Equity	Oppose legislation that imposes significant compliance costs	Multiple
Support Local Equity	Protect agency's rights in the collective bargaining process	Multiple
Support Local Equity	Oppose legislation that alters the tax-free treatment of municipal bonds; that	Multiple
Support Local Equity	Support legislation that reduces the risk of cyber attacks	Roseville
Support Local Equity	Support legislation that preserves or increases funding for CDBG programs	Azusa
Support Local Equity	Support legislation that enhances statewide efforts to attract and retain businesses/job creation	Azusa
Support Local Equity	Oppose legislation that results in duplicate, unnecessary costs, waste and/or more difficult or complex administration without a corresponding equal or greater benefit	San Jose
Support Local Equity	Ensure that mandated programs provide administrative funding to offset local costs	San Jose
Support Local Equity	Promote fiscal stability – support measures that promote fiscal stability, predictability, financial independence and preserve the City's revenue base and maximum local control over local government budgeting. Oppose measures that shift local funds to the County, State or Federal Governments....	Stanton
Support Local Equity	Oppose State or Federal efforts to “borrow” local revenues and encourage the State to find other methods of balancing the budget	Stanton
Support Local Equity	Support local sales and use tax reform to create an accurate and equitable distribution system that appropriately captures and allocates sales tax	Stanton

POTENTIAL LEGISLATIVE GUIDELINES (proposed grouping)
Maintain Local Control or Fiscal Independence
Support Local Equity & Long-term Sustainability of Fiscal Resources
Support Solutions to Attract, Retain, and Development Finance Professionals
Support Transparency & Effective & Efficient Reporting
X- Not recommended as a CSFMO legislative example
z?

Legislative

Guidelines Examples of Initiatives that would support Policy Values

Source of
Initiative

Support Transparency & Effective & Efficient Reporting Count

2

Support Transpa	Support legislation that simplifies procurement and contracting	Multiple
Support Transpa	Support legislation that encourages the streamlining of processes to respond to open records requests.	Roseville

POTENTIAL LEGISLATIVE GUIDELINES (proposed grouping)
Maintain Local Control or Fiscal Independence
Support Local Equity & Long-term Sustainability of Fiscal Resources
Support Solutions to Attract, Retain, and Development Finance Professionals
Support Transparency & Effective & Efficient Reporting
X- Not recommended as a CSFMO legislative example
z?

Legislative Guidelines	Examples of Initiatives that would support Policy Values	Source of Initiative
Support Solutions to Attract, Retain, and Development Finance Professionals Count		1
Support Solution	(tbd)	(tbd)

POTENTIAL LEGISLATIVE GUIDELINES (proposed grouping)
Maintain Local Control or Fiscal Independence
Support Local Equity & Long-term Sustainability of Fiscal Resources
Support Solutions to Attract, Retain, and Development Finance Professionals
Support Transparency & Effective & Efficient Reporting
X- Not recommended as a CSFMO legislative example
z?

Legislative

Guidelines Examples of Initiatives that would support Policy Values

Source of
Initiative

X- Not recommended as a CSFMO Legislative value Count

1

X- Not recommended Do no harm to others

Multiple

CSMFO 2018 Leadership Roles & Responsibilities Handbook

League of California Cities Policy Committee Appointees

CSMFO is provided a representative on each of the League of California Cities policy committees. Appointments should be made by October 31 annually. CSMFO representatives should:

- Conduct themselves at CSMFO functions and in their professional and personal lives in a manner becoming of the CSMFO leadership.
- Be outwardly supportive of decision made by the majority of the CSMFO Board of Directors, regardless of personal opinions
- Participate in the annual survey evaluating CSMFO consultants
- Attend Board of Directors meetings, following the 3 League Committee meetings, to keep the Board apprised of committee activities
 - Prepare written reports for the Board meeting packet, including:
 - Policy Committee actions taken
 - Provide a summary of votes
 - Identify the vote taken on behalf of CSMFO
 - Legislation of interest
 - Identify elected officials most aligned with CSMFO positions
 - Provide insight on the probable path forward or likely outcome
- Attend all policy committee meetings. Attendance at a minimum of 66% of the meetings is required, or the representative may be replaced
 - Be available for extra League Committee meetings
- Attend Board of Directors planning session.
- Follow written Guiding Principles when casting vote or taking a position on behalf of CSMFO, keeping in mind the diversity of CSMFO member organizations
- Actively communicate items of interest to membership via: magazine articles, email blasts to ListServ
- Upon receiving legislative/state budget update, select one or two of the League Appointees to disseminate the information to the Board and/or membership
- Submit report on goals to the CSMFO office for the Annual Report by January 15