



**Thursday, August 26, 2021
2:00 p.m. – 4:00 p.m.
Board of Directors Teleconference Meeting**

Meeting ID: 899 0473 0371

Passcode: 485021

[Join Zoom Meeting](#)

1. Introduction
 - a. Welcome/Roll Call
 - b. Our Mission: CSMFO serves all government finance professionals through innovation, collaboration, continuing education and professional development.
 - c. Quiz: How many people have been President of CSMFO?
 - d. Additions to Agenda
2. Consent Items 2:10 p.m.
 - a. Approval of Minutes from July 22, 2021
 - b. Approval of July 2021 Financial Reports
 - c. 2022 Annual Conference Contracts
 - d. Executive Committee Meeting Agenda
3. Discussion/Action Items 2:15 p.m.
 - a. SMA Loan Repayment
 - b. 2022 Program Committee Support Services
 - c. Executive Director Job Description and Path Forward
4. Committee Reports 3:25 p.m.
 - a. Administration (Alberto Preciado)
 - b. Career Development (Laura Nomura)
 - c. Communications (James Russell-Field)
 - d. Membership (Jennifer Wakeman)
 - e. Professional Standards (Jason Al-Imam)
 - f. Program (Karan Reid)
 - g. Recognition (Michael Manno)
 - h. Student Engagement (Amber Johnson)
 - i. Technology (Gloriann Sasser)

- j. Management Contract Ad Hoc Report (Margaret Moggia)
 - k. CalPERS Ad Hoc (Richard Lee/Debby Cherney)
- 5. Chapter Roundtable 3:35 p.m.
- 6. Director Roundtable 3:45 p.m.
- 8. Officer Reports 3:50 p.m.
 - a. President (Marcus Pimentel)
 - b. Past President (Steve Heide)
 - c. President-Elect (Scott Catlett)
- 10. Other Discussion Items
- 11. Future Topics
- 12. Upcoming Meeting:
September 16, 2021

Planning Session
October 10-12, 2021
Disneyland Hotel
- 13. Adjournment 4:00 p.m.



**Thursday, July 22, 2021
2:00 p.m. – 4:00 p.m.
Board of Directors Meeting**

Scott Catlett
Steve Heide
Karla Romero
Will Fuentes
Grace Castaneda
Stephen Parker
Richard Lee
Alberto Preciado
Margaret Moggia
Laura Nomura
John Adams

Jason Al-Imam
Amber Johnson
David Cain
Michael Manno
James Russell-Field
Kim Scott
Brad Farmer
Catherine Smith
Harriet Commons
Melissa Manchester

Introduction

The California Society of Municipal Finance Officers (CSMFO) Board of Directors met via teleconference on Thursday, July 27, 2021. President-Elect Scott Catlett convened the meeting and confirmed a quorum was in attendance at 2:01 p.m. The meeting began with a review of the organization's mission. There were no additions to the agenda.

Consent Calendar

The Board addressed the consent calendar, which included the minutes from the June meeting, the financial reports from June 2021 and the Executive Committee meeting agenda. Director Grace Castaneda moved to approve the consent calendar, Past President Steve Heide seconded. The motion passed unanimously.

Executive Director Search Update

President-Elect Catlett shared with the Board that the Executive Committee had met the week before, which resulted in a consensus on the direction for the search. The Executive Committee recommended the search for a part-time contract Executive Director be conducted from within the membership. The revised timeline suggested the Ad Hoc Committee develop a job description and compensation range for the Board to approve at the August meeting, after which current Executive Director Melissa Manchester would communicate with the membership her plans to resign from her post effective December 31, 2021. The Executive

Committee also recommended contracting with CPS Human Resources as planned, but with a reduced scope of services that would allow their primary function to be managing the search and vetting initial candidates.

Strategic Plan Updates

Executive Director Manchester walked the Board through the current strategic plan, noting where committees and other responsible parties had provided updates.

Committee Reports

Administration

Chair Alberto Preciado shared that the committee is researching providing CPE certificates for out-of-state webinar attendees, is conducting an RFP for audit services, is drafting a revision to the policy manual to bring to the Board this summer for approval, and is reviewing the membership dues structure. He also shared that he will be working with SMA on developing a loan repayment strategy.

Career Development

Chair Laura Nomura shared that a PERS webinar would be held on August 2, and they're considering how to be strategic on in-person versus virtual training for the core courses. A capital assets training is being planned for the fall, and Weekend Training will be held in the spring of 2022 with the possibility of a second one in the fall.

Communications

Chair James Russell-Field shared that survey results indicate members enjoy the member spotlights on the CSMFO News.

Membership

Margaret Moggia shared that the cohorts are going well and the latest commercial member roundtable was very successful. A student and early-career postcard is being developed to be sent to potential members, and Past President Heide shared that they were working on member versus non-member benefits analysis.

Professional Standards

Chair Jason Al-Imam shared that the committee pushed out a committee highlight on ARPA, and are looking at how the recent drop in life expectancies can affect OPEB and pensions.

Program

Margaret Moggia shared that just under 100 submissions were received for the roughly 50 sessions being held at the Annual Conference. Three pre-conference sessions will be held, with the potential of a fourth regarding resume and interview prep.

Recognition

Chair Michael Manno shared that the committee opened the submission period for the next budget award cycle, the deadline for which is Friday, October 1. There have been 9 budget submissions so far. Reviewers are being confirmed.

Student Engagement

Chair Amber Johnson shared that the last committee meeting was a brainstorming session on ways to engage with schools. Also considering scholarships for the conference and how to keep recipients engaged after the event.

Technology

Rich Lee shared that the committee wants to work with Probolsky regarding conducting a survey on the best use of the CSMFO app and desired updates to the website.

Chapter Roundtable

Alberto Preciado shared that the Sacramento Valley held its second joint meeting with Central Valley, and is looking into the format for its next meeting. It was noted that the South San Joaquin Chapter had held its first in-person meeting.

Director Reports

Director Parker thanked the Executive Committee for developing a consensus on the direction for the Executive Director search.

Officer Reports

Past President Heide shared that the Student Engagement Committee requested at the last Chapter Chair meeting that chairs encourage members to bring interns with them to the meetings. There is a desire to move back to in-person chapter meetings.

President-Elect Catlett shared that the Host Committee is proceeding nicely for the 2022 Annual Conference, noting that Director Romero is working on including some videos in the CSMFO News for promotional purposes. The virtual conference will be four half-days and offered a couple weeks after the in-person event. Plans for the planning session, held October 10-12, are progressing.

Other Discussion Items

There were no other discussion items.

The next meeting will be held via teleconference on Thursday, August 26, 2021.

Meeting adjourned at 3:38 p.m.

Respectfully submitted,

Melissa Manchester

Summary of Action Items

The Board of Directors made the following actions:

- Approved the minutes from the June meeting
- Approved the June 2021 financial reports

California Society of Municipal Finance Officers
Statement of Net Assets
As of July 31, 2021

	<u>Jul 31, 21</u>	<u>Jul 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1006 · Bank of America Checking (new)	442,204.96	0.00	442,204.96	100.0%
1005 · Bank of America				
1050 · Chapter Fund Balances				
1050.10 · Central Coast	1,277.78	1,277.78	0.00	0.0%
1050.13 · Central Los Angeles	525.74	550.74	-25.00	-4.54%
1050.06 · Central Valley	367.51	367.51	0.00	0.0%
1050.11 · Channel Counties	1,581.64	1,611.64	-30.00	-1.86%
1050.05 · East Bay (SF)	3,522.19	3,522.19	0.00	0.0%
1050.17 · Inland Empire	40.00	142.38	-102.38	-71.91%
1050.08 · Monterey Bay	2,953.99	2,953.99	0.00	0.0%
1050.16 · Orange County	4,652.24	2,033.42	2,618.82	128.79%
1050.07 · Peninsula	693.74	693.74	0.00	0.0%
1050.04 · Sacramento Valley	3,010.67	3,010.67	0.00	0.0%
1050.19 · San Diego County	1,400.07	662.82	737.25	111.23%
1050.12 · San Gabriel Valley	400.00	37.80	362.20	958.2%
1050.14 · South Bay (LA)	2,364.54	2,364.54	0.00	0.0%
1050.09 · South San Joaquin	-225.00	-250.00	25.00	10.0%
Total 1050 · Chapter Fund Balances	22,565.11	18,979.22	3,585.89	18.89%
1005 · Bank of America - Other	0.00	49,781.73	-49,781.73	-100.0%
Total 1005 · Bank of America	22,565.11	68,760.95	-46,195.84	-67.18%
1040 · Investments LAIF	567,578.40	664,224.10	-96,645.70	-14.55%
Total Checking/Savings	1,032,348.47	732,985.05	299,363.42	40.84%
Accounts Receivable				
1100 · Accounts receivable	3,000.00	-150.00	3,150.00	2,100.0%
Total Accounts Receivable	3,000.00	-150.00	3,150.00	2,100.0%
Other Current Assets				
1120 · Accounts Receivable- YM	3,450.00	27,690.00	-24,240.00	-87.54%
1250 · Prepaid Expense - General				
1251 · Pre-Paid Expense Insurance	0.00	1,512.00	-1,512.00	-100.0%
1252 · Prepaid Admin/DataBase Fees	17,131.75	51,522.50	-34,390.75	-66.75%
1250 · Prepaid Expense - General - Other	6,000.00	6,899.00	-899.00	-13.03%
Total 1250 · Prepaid Expense - General	23,131.75	59,933.50	-36,801.75	-61.4%
1260 · Prepaid Expense Conference				
1262 · Facilities Deposits	107,544.00	72,332.00	35,212.00	48.68%
1264 · Conference Services	17,493.05	0.00	17,493.05	100.0%
1260 · Prepaid Expense Conference - Other	18,874.29	2,095.14	16,779.15	800.86%
Total 1260 · Prepaid Expense Conference	143,911.34	74,427.14	69,484.20	93.36%
Total Other Current Assets	170,493.09	162,050.64	8,442.45	5.21%
Total Current Assets	1,205,841.56	894,885.69	310,955.87	34.75%
Other Assets				
1500 · CSMFO/SMA Database AR	61,915.40	59,084.31	2,831.09	4.79%
Total Other Assets	61,915.40	59,084.31	2,831.09	4.79%

California Society of Municipal Finance Officers
Statement of Net Assets
As of July 31, 2021

	<u>Jul 31, 21</u>	<u>Jul 31, 20</u>	<u>\$ Change</u>	<u>% Change</u>
TOTAL ASSETS	<u>1,267,756.96</u>	<u>953,970.00</u>	<u>313,786.96</u>	<u>32.89%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts payable	59.85	16,144.97	-16,085.12	-99.63%
Total Accounts Payable	<u>59.85</u>	<u>16,144.97</u>	<u>-16,085.12</u>	<u>-99.63%</u>
Other Current Liabilities				
2003 · A/P Other- SMA Conference	20,538.70	20,538.58	0.12	0.0%
Total Other Current Liabilities	<u>20,538.70</u>	<u>20,538.58</u>	<u>0.12</u>	<u>0.0%</u>
Total Current Liabilities	<u>20,598.55</u>	<u>36,683.55</u>	<u>-16,085.00</u>	<u>-43.85%</u>
Total Liabilities	<u>20,598.55</u>	<u>36,683.55</u>	<u>-16,085.00</u>	<u>-43.85%</u>
Equity				
3102 · Conference reserve	512,563.00	424,264.00	88,299.00	20.81%
3101 · Operating reserve	126,438.00	170,380.00	-43,942.00	-25.79%
3020 · Retained earnings	223,230.96	181,381.76	41,849.20	23.07%
3100 · Net Assets-Chapters	22,565.11	26,288.69	-3,723.58	-14.16%
Net Income	<u>362,361.34</u>	<u>114,972.00</u>	<u>247,389.34</u>	<u>215.17%</u>
Total Equity	<u>1,247,158.41</u>	<u>917,286.45</u>	<u>329,871.96</u>	<u>35.96%</u>
TOTAL LIABILITIES & EQUITY	<u>1,267,756.96</u>	<u>953,970.00</u>	<u>313,786.96</u>	<u>32.89%</u>

California Society of Municipal Finance Officers

Summary of Financial Income and Expense

January through July 2021

	<u>Total Chapters</u>	<u>Conference</u>	<u>Education</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
4000 · OPERATING REVENUES	0.00	0.00	0.00	362,916.01	362,916.01
Total Income	0.00	0.00	0.00	362,916.01	362,916.01
Gross Profit	0.00	0.00	0.00	362,916.01	362,916.01
Expense					
6100 · OPERATING EXPENSES	0.00	0.00	0.00	238,620.32	238,620.32
6900 · OTHER EXPENSES					
6970 · One-Time Budgeted Expenses	0.00	0.00	0.00	840.00	840.00
Total 6900 · OTHER EXPENSES	0.00	0.00	0.00	840.00	840.00
Total Expense	0.00	0.00	0.00	239,460.32	239,460.32
Net Ordinary Income	0.00	0.00	0.00	123,455.69	123,455.69
Other Income/Expense					
Other Income					
4501 · Chapter Income	40.00	0.00	0.00	0.00	40.00
4500 · PROGRAM REVENUES					
8000 · Conference Revenue	0.00	410,105.00	0.00	0.00	410,105.00
4503 · Contributions and Donations	0.00	1,200.00	0.00	0.00	1,200.00
4504 · Education income	0.00	0.00	92,693.00	0.00	92,693.00
Total 4500 · PROGRAM REVENUES	0.00	411,305.00	92,693.00	0.00	503,998.00
Total Other Income	40.00	411,305.00	92,693.00	0.00	504,038.00
Other Expense					
6401 · Chapter Expenses	225.00	0.00	0.00	0.00	225.00
6400 · PROGRAM EXPENSES					
9000 · Conference Expenses	0.00	251,963.13	0.00	0.00	251,963.13
6404 · Education Expenses	0.00	0.00	12,944.22	0.00	12,944.22
Total 6400 · PROGRAM EXPENSES	0.00	251,963.13	12,944.22	0.00	264,907.35
Total Other Expense	225.00	251,963.13	12,944.22	0.00	265,132.35
Net Other Income	-185.00	159,341.87	79,748.78	0.00	238,905.65
Net Income	<u>-185.00</u>	<u>159,341.87</u>	<u>79,748.78</u>	<u>123,455.69</u>	<u>362,361.34</u>

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
July 2021

	<u>Jul 21</u>	<u>Jan - Jul 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
4000 · OPERATING REVENUES						
4100 · Membership Dues						
4110 · Dues - Municipal	1,615.00	190,420.00	149,868.00	40,552.00	127.06%	149,868.00
4120 · Dues - Other Gov	50.00	4,000.00	2,900.00	1,100.00	137.93%	2,900.00
4130 · Dues - Commercial	330.00	44,420.00	33,264.00	11,156.00	133.54%	33,264.00
4140 · Dues - Retired	40.00	1,140.00	1,056.00	84.00	107.96%	1,056.00
4150 · Dues - Education	0.00	0.00				
4100 · Membership Dues - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 4100 · Membership Dues	2,035.00	239,980.00	187,088.00	52,892.00	128.27%	187,088.00
4200 · Interest Income	675.15	3,461.01	2,800.00	661.01	123.61%	5,000.00
4302 · Magazine Advertising	0.00	12,475.00	3,000.00	9,475.00	415.83%	3,000.00
4303 · Job Board Post - Member	14,850.00	104,100.00	94,000.00	10,100.00	110.75%	131,400.00
4306 · Web Advertising	0.00	1,000.00				
4490 · Budget Awards	300.00	1,900.00	500.00	1,400.00	380.0%	15,000.00
Total 4000 · OPERATING REVENUES	17,860.15	362,916.01	287,388.00	75,528.01	126.28%	341,488.00
Total Income	17,860.15	362,916.01	287,388.00	75,528.01	126.28%	341,488.00
Gross Profit	17,860.15	362,916.01	287,388.00	75,528.01	126.28%	341,488.00
Expense						
6100 · OPERATING EXPENSES						
6105 · Marketing/Membership	0.00	9,695.22	10,000.00	-304.78	96.95%	10,000.00
6106 · Storage Expense	0.00	506.61	582.50	-75.89	86.97%	1,000.00
6110 · President's Expense						
6111 · Presidents CSMFO- Gifts	-2,338.00	2,826.93				
6110 · President's Expense - Other	0.00	290.00	12,000.00	-11,710.00	2.42%	12,000.00
Total 6110 · President's Expense	-2,338.00	3,116.93	12,000.00	-8,883.07	25.97%	12,000.00
6115 · Board of Directors						
6116 · Board Meeting Expenses	0.00	0.00	5,100.00	-5,100.00	0.0%	5,100.00
Total 6115 · Board of Directors	0.00	0.00	5,100.00	-5,100.00	0.0%	5,100.00
6120 · Committee/Chapter Support	0.00	0.00	20,000.00	-20,000.00	0.0%	20,000.00
6125 · Board Planning Session-Retreat	0.00	355.95	0.00	355.95	100.0%	45,500.00
6140 · Management Services						
6143 · Management Services	14,376.98	100,638.86	104,183.88	-3,545.02	96.6%	178,600.88
6146 · Consultants						
6146.10 · Coleman Services	8,543.90	16,678.90	14,040.00	2,638.90	118.8%	24,040.00
6146 · Consultants - Other	0.00	6,000.00				
Total 6146 · Consultants	8,543.90	22,678.90	14,040.00	8,638.90	161.53%	24,040.00
6147 · Professional Fees	525.00	525.00				
6470 · Webinar Program Services	750.00	10,750.00	29,166.70	-18,416.70	36.86%	50,000.00
6140 · Management Services - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 6140 · Management Services	24,195.88	134,592.76	147,390.58	-12,797.82	91.32%	252,640.88
6150 · Office Supplies	5.25	9.65	145.85	-136.20	6.62%	250.00
6155 · Merchant Fees/Bank Chgs.	771.46	8,744.00	17,500.00	-8,756.00	49.97%	30,000.00
6160 · Awards	0.00	5,440.01	5,000.00	440.01	108.8%	5,000.00
6165 · Printing						
6166 · Printing, copying, and admin	7.20	55.00				

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
July 2021

	Jul 21	Jan - Jul 21	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
6167 · Directory	0.00	20,597.08	15,000.00	5,597.08	137.31%	15,000.00
6165 · Printing - Other	0.00	0.00	1,166.70	-1,166.70	0.0%	2,000.00
Total 6165 · Printing	7.20	20,652.08	16,166.70	4,485.38	127.75%	17,000.00
6170 · Magazine	0.00	7,566.77	20,000.00	-12,433.23	37.83%	20,000.00
6175 · Postage	1.02	589.25	1,169.00	-579.75	50.41%	2,000.00
6185 · Telephone/Bridge Calls	46.38	360.80	933.31	-572.51	38.66%	1,600.00
6190 · Web and Technology						
6192 · Web site	0.00	3,063.45				
6195 · Web Site Hosting Fee	750.00	6,747.20				
6190 · Web and Technology - Other	0.00	12,171.64	25,000.00	-12,828.36	48.69%	65,000.00
Total 6190 · Web and Technology	750.00	21,982.29	25,000.00	-3,017.71	87.93%	65,000.00
6220 · Audit & Tax Filing	0.00	8,000.00	9,500.00	-1,500.00	84.21%	9,500.00
6230 · Insurance	0.00	3,660.00	5,000.00	-1,340.00	73.2%	5,000.00
6240 · Taxes						
6242 · Current Year Taxes	0.00	4,158.00				
6246 · Prior Year Taxes	0.00	8,770.00				
6240 · Taxes - Other	0.00	0.00	15,000.00	-15,000.00	0.0%	30,000.00
Total 6240 · Taxes	0.00	12,928.00	15,000.00	-2,072.00	86.19%	30,000.00
6255 · GFOA Reception	0.00	420.00				
Total 6100 · OPERATING EXPENSES	23,439.19	238,620.32	310,487.94	-71,867.62	76.85%	531,590.88
6900 · OTHER EXPENSES						
6970 · One-Time Budgeted Expenses	0.00	840.00	35,000.00	-34,160.00	2.4%	35,000.00
Total 6900 · OTHER EXPENSES	0.00	840.00	35,000.00	-34,160.00	2.4%	35,000.00
Total Expense	23,439.19	239,460.32	345,487.94	-106,027.62	69.31%	566,590.88
Net Ordinary Income	-5,579.04	123,455.69	-58,099.94	181,555.63	-212.49%	-225,102.88
Other Income/Expense						
Other Income						
4501 · Chapter Income						
4501.17 · Inland Empire	0.00	40.00				
4501 · Chapter Income - Other	0.00	0.00	58,333.30	-58,333.30	0.0%	100,000.00
Total 4501 · Chapter Income	0.00	40.00	58,333.30	-58,293.30	0.07%	100,000.00
4500 · PROGRAM REVENUES						
8000 · Conference Revenue						
8100 · Government Registrations						
8106 · Govt Non-Memb-Full Regular	0.00	27,850.00	12,500.00	15,350.00	222.8%	12,500.00
8115 · Conf-Gov-Full-Norm-Mem	0.00	138,200.00	145,000.00	-6,800.00	95.31%	145,000.00
Total 8100 · Government Registrations	0.00	166,050.00	157,500.00	8,550.00	105.43%	157,500.00
8200 · Commercial Registrations						
8225 · Conf-Com-Exhibitor-Addn Full	0.00	5,200.00				
8231 · Comm Non-Memb-Full-Reg	0.00	11,550.00	3,750.00	7,800.00	308.0%	3,750.00
8235 · Comm Memb-Full-Early	0.00	0.00				
8236 · Comm Memb-Full-Regular	0.00	7,250.00	4,000.00	3,250.00	181.25%	4,000.00
Total 8200 · Commercial Registrations	0.00	24,000.00	7,750.00	16,250.00	309.68%	7,750.00
8300 · Pre-Conference Registrations						
8371 · PreConference-Session A	0.00	10,920.00				
8373 · PreConference-Session B	0.00	5,135.00				
Total 8300 · Pre-Conference Registrations	0.00	16,055.00				

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
July 2021

	<u>Jul 21</u>	<u>Jan - Jul 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
8500 · Extra Meals						
8565 · Hosted Evening Event	0.00	0.00				
Total 8500 · Extra Meals	<u>0.00</u>	<u>0.00</u>				
8700 · Exhibitors Fees						
8707 · Deluxe Exhibitor	0.00	100,000.00	92,000.00	8,000.00	108.7%	92,000.00
8704 · Premier Exhibitor	0.00	67,500.00	37,500.00	30,000.00	180.0%	37,500.00
Total 8700 · Exhibitors Fees	<u>0.00</u>	<u>167,500.00</u>	<u>129,500.00</u>	<u>38,000.00</u>	<u>129.34%</u>	<u>129,500.00</u>
8800 · Sponsorships						
8830 · Non-Exhibitor Sponsor 8830	0.00	33,000.00	37,500.00	-4,500.00	88.0%	37,500.00
8872 · Additional Sponsorship Monies	0.00	3,500.00				
8800 · Sponsorships - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 8800 · Sponsorships	<u>0.00</u>	<u>36,500.00</u>	<u>37,500.00</u>	<u>-1,000.00</u>	<u>97.33%</u>	<u>37,500.00</u>
Total 8000 · Conference Revenue	0.00	410,105.00	332,250.00	77,855.00	123.43%	332,250.00
4503 · Contributions and Donations	0.00	1,200.00				
4504 · Education income						
4591 · California Local Budgeting	4,200.00	13,050.00	13,125.00	-75.00	99.43%	22,500.00
4575 · Investment Accounting	750.00	6,450.00				
4505 · Webinar	0.00	2,623.00	3,011.00	-388.00	87.11%	5,156.00
4520 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	21,000.00
4540 · Fundamentals of Rates, Fees	0.00	16,650.00				
4570 · Intro to Government	0.00	20,925.00	12,833.35	8,091.65	163.05%	22,000.00
4590 · Intermediate Government Acct	4,650.00	33,145.00	20,416.70	12,728.30	162.34%	35,000.00
4594 · CMTA/CSMFO Course	0.00	0.00	4,375.00	-4,375.00	0.0%	7,500.00
4595 · Revenue Fundamentals	0.00	-150.00	4,375.00	-4,525.00	-3.43%	7,500.00
4596 · Revenue Fundamentals II	0.00	0.00	2,916.70	-2,916.70	0.0%	5,000.00
4597 · Developing Supervisory Skills	0.00	0.00	2,916.70	-2,916.70	0.0%	5,000.00
4598 · Leadership Skills	0.00	0.00	2,916.70	-2,916.70	0.0%	5,000.00
Total 4504 · Education income	<u>9,600.00</u>	<u>92,693.00</u>	<u>66,886.15</u>	<u>25,806.85</u>	<u>138.58%</u>	<u>135,656.00</u>
Total 4500 · PROGRAM REVENUES	<u>9,600.00</u>	<u>503,998.00</u>	<u>399,136.15</u>	<u>104,861.85</u>	<u>126.27%</u>	<u>467,906.00</u>
Total Other Income	9,600.00	504,038.00	457,469.45	46,568.55	110.18%	567,906.00
Other Expense						
6401 · Chapter Expenses						
6401.79 · Current Year Chapter Expenses						
6401.09 · South San Joaquin	0.00	225.00				
Total 6401.79 · Current Year Chapter Expense	<u>0.00</u>	<u>225.00</u>				
6401 · Chapter Expenses - Other	0.00	0.00	58,333.30	-58,333.30	0.0%	100,000.00
Total 6401 · Chapter Expenses	<u>0.00</u>	<u>225.00</u>	<u>58,333.30</u>	<u>-58,108.30</u>	<u>0.39%</u>	<u>100,000.00</u>
6400 · PROGRAM EXPENSES						
9000 · Conference Expenses						
9300 · Hosted Event						
9310 · Event Entertainment	0.00	16,300.00				
Total 9300 · Hosted Event	<u>0.00</u>	<u>16,300.00</u>				
9400 · Meetings and Training						
9410 · Speakers-Honorarium	0.00	30,400.00	36,000.00	-5,600.00	84.44%	36,000.00
Total 9400 · Meetings and Training	<u>0.00</u>	<u>30,400.00</u>	<u>36,000.00</u>	<u>-5,600.00</u>	<u>84.44%</u>	<u>36,000.00</u>
9475 · Meetings						
9477 · Virtual Platform	0.00	82,709.00	145,000.00	-62,291.00	57.04%	145,000.00

California Society of Municipal Finance Officers
Profit & Loss Budget Performance
July 2021

	<u>Jul 21</u>	<u>Jan - Jul 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
9478 · General Session - Addl' product	0.00	0.00	7,500.00	-7,500.00	0.0%	7,500.00
9481 · Reg/Attendance Tracking	0.00	0.00	1,520.00	-1,520.00	0.0%	1,520.00
9485 · Convention/Hotel Other Costs	0.00	0.00				
9475 · Meetings - Other	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9475 · Meetings	0.00	82,709.00	154,020.00	-71,311.00	53.7%	154,020.00
9490 · Pre-Conference Workshop						
9496 · Pre-Conference-Other	0.00	300.00				
Total 9490 · Pre-Conference Workshop	0.00	300.00				
9500 · Exhibits						
9550 · Sponsor Branded Items	0.00	0.00	15,000.00	-15,000.00	0.0%	15,000.00
9545 · Exhibit hall game	0.00	0.00	0.00	0.00	0.0%	0.00
Total 9500 · Exhibits	0.00	0.00	15,000.00	-15,000.00	0.0%	15,000.00
9600 · Entertainment/Gifts						
9610 · Conference Gifts/Attendees	0.00	0.00	7,500.00	-7,500.00	0.0%	7,500.00
9620 · Speaker/Board/Committee Memento	0.00	4,814.54	5,000.00	-185.46	96.29%	5,000.00
Total 9600 · Entertainment/Gifts	0.00	4,814.54	12,500.00	-7,685.46	38.52%	12,500.00
9800 · Administration - Conference						
9805 · Conference Marketing	0.00	0.00	12,500.00	-12,500.00	0.0%	12,500.00
9810 · Conference Contract Services	0.00	78,757.52	69,700.00	9,057.52	113.0%	69,700.00
9815 · Printing/Copy/Conference Media	0.00	0.00	750.00	-750.00	0.0%	750.00
9840 · Postage & Shipping	0.00	3,685.67	7,500.00	-3,814.33	49.14%	7,500.00
9880 · Bank Merchant Fees	0.00	14,902.50	9,536.00	5,366.50	156.28%	9,536.00
9890 · Conference Committee Expenses	0.00	15,193.90	1,400.00	13,793.90	1,085.28%	1,400.00
9800 · Administration - Conference - Other	700.00	4,900.00				
Total 9800 · Administration - Conference	700.00	117,439.59	101,386.00	16,053.59	115.83%	101,386.00
9900 · Contingency for Attrition	0.00	0.00	15,000.00	-15,000.00	0.0%	15,000.00
9000 · Conference Expenses - Other	0.00	0.00				
Total 9000 · Conference Expenses	700.00	251,963.13	333,906.00	-81,942.87	75.46%	333,906.00
6404 · Education Expenses						
6491 · CA Local Budgeting Expense	450.00	1,950.00	7,500.00	-5,550.00	26.0%	7,500.00
6420 · Weekend Training	0.00	0.00	0.00	0.00	0.0%	25,000.00
6430 · Intro to Government						
6430.10 · Intro to Govt Account - Reimbur	0.00	2,000.00				
6430 · Intro to Government - Other	0.00	0.00	6,416.65	-6,416.65	0.0%	11,000.00
Total 6430 · Intro to Government	0.00	2,000.00	6,416.65	-4,416.65	31.17%	11,000.00
6480 · Intermediate Governmental Acct.	0.00	7,394.22	10,500.00	-3,105.78	70.42%	18,000.00
6494 · Webinar Expenses	0.00	1,000.00				
6595 · Revenue Fundamental Expense	0.00	600.00	2,770.80	-2,170.80	21.65%	4,750.00
6596 · Revenue Fundamental Expense II	0.00	0.00	2,916.65	-2,916.65	0.0%	5,000.00
6597 · Developing Supervisory Skills	0.00	0.00	3,675.00	-3,675.00	0.0%	6,300.00
6598 · Leadership Skills	0.00	0.00	3,675.00	-3,675.00	0.0%	6,300.00
Total 6404 · Education Expenses	450.00	12,944.22	37,454.10	-24,509.88	34.56%	83,850.00
Total 6400 · PROGRAM EXPENSES	1,150.00	264,907.35	371,360.10	-106,452.75	71.33%	417,756.00
Total Other Expense	1,150.00	265,132.35	429,693.40	-164,561.05	61.7%	517,756.00
Net Other Income	8,450.00	238,905.65	27,776.05	211,129.60	860.11%	50,150.00
Net Income	2,870.96	362,361.34	-30,323.89	392,685.23	-1,194.97%	-174,952.88

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through July 2021

	Jan - Jul 21	Jan - Jul 20	\$ Change
Ordinary Income/Expense			
Income			
4000 · OPERATING REVENUES			
4100 · Membership Dues			
4110 · Dues - Municipal	190,420.00	189,195.00	1,225.00
4120 · Dues - Other Gov	4,000.00	4,255.00	-255.00
4130 · Dues - Commercial	44,420.00	44,220.00	200.00
4140 · Dues - Retired	1,140.00	1,160.00	-20.00
4150 · Dues - Education	0.00	0.00	0.00
4100 · Membership Dues - Other	0.00	0.00	0.00
Total 4100 · Membership Dues	239,980.00	238,830.00	1,150.00
4200 · Interest Income	3,461.01	7,613.91	-4,152.90
4302 · Magazine Advertising	12,475.00	1,400.00	11,075.00
4303 · Job Board Post - Member	104,100.00	68,550.00	35,550.00
4306 · Web Advertising	1,000.00	0.00	1,000.00
4490 · Budget Awards	1,900.00	750.00	1,150.00
Total 4000 · OPERATING REVENUES	362,916.01	317,143.91	45,772.10
Total Income	362,916.01	317,143.91	45,772.10
Gross Profit	362,916.01	317,143.91	45,772.10
Expense			
6100 · OPERATING EXPENSES			
6105 · Marketing/Membership	9,695.22	10,136.33	-441.11
6106 · Storage Expense	506.61	695.89	-189.28
6110 · President's Expense			
6111 · Presidents CSMFO- Gifts	2,826.93	0.00	2,826.93
6112 · Presidents CSMFO-Dinner	0.00	22.95	-22.95
6110 · President's Expense - Other	290.00	2,291.09	-2,001.09
Total 6110 · President's Expense	3,116.93	2,314.04	802.89
6115 · Board of Directors			
6116 · Board Meeting Expenses	0.00	3,192.43	-3,192.43
Total 6115 · Board of Directors	0.00	3,192.43	-3,192.43
6120 · Committee/Chapter Support			
6121 · Committee Support	0.00	573.59	-573.59
6122 · Chapter Support	0.00	6,979.22	-6,979.22
6120 · Committee/Chapter Support - Other	0.00	158.99	-158.99
Total 6120 · Committee/Chapter Support	0.00	7,711.80	-7,711.80
6125 · Board Planning Session-Retreat	355.95	6,000.00	-5,644.05
6140 · Management Services			
6143 · Management Services	100,638.86	96,263.22	4,375.64
6146 · Consultants			
6146.10 · Coleman Services	16,678.90	8,400.00	8,278.90
6146 · Consultants - Other	6,000.00	0.00	6,000.00
Total 6146 · Consultants	22,678.90	8,400.00	14,278.90
6147 · Professional Fees	525.00	0.00	525.00

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6470 · Webinar Program Services	10,750.00	35,000.00	-24,250.00
Total 6140 · Management Services	134,592.76	139,663.22	-5,070.46
6150 · Office Supplies	9.65	220.69	-211.04
6155 · Merchant Fees/Bank Chgs.	8,744.00	16,628.36	-7,884.36
6160 · Awards	5,440.01	4,551.32	888.69
6165 · Printing			
6166 · Printing, copying, and admin	55.00	1,014.65	-959.65
6167 · Directory	20,597.08	20,051.98	545.10
6165 · Printing - Other	0.00	657.00	-657.00
Total 6165 · Printing	20,652.08	21,723.63	-1,071.55
6170 · Magazine	7,566.77	18,043.55	-10,476.78
6175 · Postage	589.25	657.38	-68.13
6185 · Telephone/Bridge Calls	360.80	544.29	-183.49
6190 · Web and Technology			
6192 · Web site	3,063.45	2,500.00	563.45
6195 · Web Site Hosting Fee	6,747.20	7,767.90	-1,020.70
6190 · Web and Technology - Other	12,171.64	12,084.00	87.64
Total 6190 · Web and Technology	21,982.29	22,351.90	-369.61
6200 · Travel/Staff Expenses	0.00	0.00	0.00
6220 · Audit & Tax Filing	8,000.00	7,870.00	130.00
6230 · Insurance	3,660.00	3,271.00	389.00
6240 · Taxes			
6242 · Current Year Taxes	4,158.00	18,175.00	-14,017.00
6246 · Prior Year Taxes	8,770.00	4,150.00	4,620.00
Total 6240 · Taxes	12,928.00	22,325.00	-9,397.00
6255 · GFOA Reception	420.00	6,500.00	-6,080.00
Total 6100 · OPERATING EXPENSES	238,620.32	294,400.83	-55,780.51
6900 · OTHER EXPENSES			
6970 · One-Time Budgeted Expenses	840.00	4,136.73	-3,296.73
Total 6900 · OTHER EXPENSES	840.00	4,136.73	-3,296.73
9950 · Prior Period Adjustment	0.00	-122.55	122.55
Total Expense	239,460.32	298,415.01	-58,954.69
Net Ordinary Income	123,455.69	18,728.90	104,726.79
Other Income/Expense			
Other Income			
4501 · Chapter Income			
4501.01 · Northwest Counties	0.00	1,998.57	-1,998.57
4501.02 · Northeast Counties	0.00	467.10	-467.10
4501.03 · North Coast	0.00	664.35	-664.35
4501.04 · Sacramento Valley	0.00	0.00	0.00
4501.05 · East Bay (SF)	0.00	480.00	-480.00
4501.06 · Central Valley	0.00	0.00	0.00
4501.07 · Peninsula	0.00	0.00	0.00
4501.08 · Monterey Bay	0.00	0.00	0.00

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through July 2021

	Jan - Jul 21	Jan - Jul 20	\$ Change
4501.09 · South San Joaquin	0.00	336.55	-336.55
4501.11 · Channel Counties	0.00	0.00	0.00
4501.12 · San Gabriel Valley	0.00	1,192.49	-1,192.49
4501.13 · Central Los Angeles	0.00	0.00	0.00
4501.14 · South Bay (LA)	0.00	240.00	-240.00
4501.15 · Desert Mountain	0.00	275.00	-275.00
4501.16 · Orange County	0.00	925.00	-925.00
4501.17 · Inland Empire	40.00	50.00	-10.00
4501.18 · Coachella Valley	0.00	2,435.16	-2,435.16
4501.19 · San Diego County	0.00	0.00	0.00
Total 4501 · Chapter Income	40.00	9,064.22	-9,024.22
4500 · PROGRAM REVENUES			
8000 · Conference Revenue			
8100 · Government Registrations			
8105 · Govt Non-Memb Full Early	0.00	34,520.00	-34,520.00
8106 · Govt Non-Memb-Full Regular	27,850.00	23,865.00	3,985.00
8108 · Govt Non-Memb Daily Early	0.00	3,780.00	-3,780.00
8109 · Govt Non-Memb-Daily-Regular	0.00	6,210.00	-6,210.00
8110 · Govt Memb - Full Conf-Early	0.00	379,640.00	-379,640.00
8115 · Conf-Gov-Full-Norm-Mem	138,200.00	60,835.00	77,365.00
8120 · Govt Memb Daily-Early	0.00	8,970.00	-8,970.00
8125 · Govt Memb-Daily Regular	0.00	3,500.00	-3,500.00
8150 · Govt Non-Memb Full Onsite	0.00	2,295.00	-2,295.00
8155 · Govt Memb-Full Regular	0.00	5,445.00	-5,445.00
Total 8100 · Government Registrations	166,050.00	529,060.00	-363,010.00
8200 · Commercial Registrations			
8225 · Conf-Com-Exhibitor-Addn Full	5,200.00	72,200.00	-67,000.00
8227 · Conf-Com-Exhibitor Daily	0.00	9,660.00	-9,660.00
8230 · Comm Non-Memb-Full-Early	0.00	13,090.00	-13,090.00
8231 · Comm Non-Memb-Full-Reg	11,550.00	18,820.00	-7,270.00
8235 · Comm Memb-Full-Early	0.00	12,395.00	-12,395.00
8236 · Comm Memb-Full-Regular	7,250.00	12,290.00	-5,040.00
8245 · Comm Memb-Daily-Early	0.00	930.00	-930.00
8250 · Comm-Memb Daily-Regular	0.00	1,840.00	-1,840.00
8260 · Comm Non-Memb Daily Early	0.00	4,100.00	-4,100.00
8265 · Comm Non-Memb Daily Regular	0.00	8,570.00	-8,570.00
Total 8200 · Commercial Registrations	24,000.00	153,895.00	-129,895.00
8300 · Pre-Conference Registrations			
8376 · PreConference-Session D	0.00	4,650.00	-4,650.00
8371 · PreConference-Session A	10,920.00	8,700.00	2,220.00
8373 · PreConference-Session B	5,135.00	8,250.00	-3,115.00
8375 · PreConference-Session C	0.00	4,650.00	-4,650.00
Total 8300 · Pre-Conference Registrations	16,055.00	26,250.00	-10,195.00
8500 · Extra Meals			

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8565 · Hosted Evening Event	0.00	21,375.00	-21,375.00
Total 8500 · Extra Meals	0.00	21,375.00	-21,375.00
8600 · Event Registrations			
8610 · Golf	0.00	30,525.00	-30,525.00
8630 · Tennis	0.00	1,960.00	-1,960.00
Total 8600 · Event Registrations	0.00	32,485.00	-32,485.00
8700 · Exhibitors Fees			
8707 · Deluxe Exhibitor	100,000.00	0.00	100,000.00
8704 · Premier Exhibitor	67,500.00	0.00	67,500.00
8702 · Featured Exhibitor/Sponsor	0.00	30,000.00	-30,000.00
8703 · Sapphire Exhibitor	0.00	126,000.00	-126,000.00
8715 · Gold Package	0.00	288,000.00	-288,000.00
8725 · Silver Package	0.00	31,200.00	-31,200.00
8735 · Diamond Package	0.00	72,000.00	-72,000.00
Total 8700 · Exhibitors Fees	167,500.00	547,200.00	-379,700.00
8800 · Sponsorships			
8830 · Non-Exhibitor Sponsor 8830	33,000.00	36,000.00	-3,000.00
8872 · Additional Sponsorship Monies	3,500.00	6,500.00	-3,000.00
Total 8800 · Sponsorships	36,500.00	42,500.00	-6,000.00
8900 · Conference Miscellaneous			
8915 · Hotel Rebate for Convention Ctr	0.00	26,478.27	-26,478.27
8910 · Cancellation Fees	0.00	825.00	-825.00
Total 8900 · Conference Miscellaneous	0.00	27,303.27	-27,303.27
Total 8000 · Conference Revenue	410,105.00	1,380,068.27	-969,963.27
4503 · Contributions and Donations			
4503.75 · Robert O'Dell Scholarship	0.00	167.00	-167.00
4503 · Contributions and Donations - Other	1,200.00	0.00	1,200.00
Total 4503 · Contributions and Donations	1,200.00	167.00	1,033.00
4504 · Education income			
4591 · California Local Budgeting	13,050.00	7,350.00	5,700.00
4575 · Investment Accounting	6,450.00	0.00	6,450.00
4505 · Webinar	2,623.00	5,156.00	-2,533.00
4540 · Fundamentals of Rates, Fees	16,650.00	0.00	16,650.00
4570 · Intro to Government	20,925.00	19,276.00	1,649.00
4590 · Intermediate Government Acct	33,145.00	5,550.00	27,595.00
4595 · Revenue Fundamentals	-150.00	0.00	-150.00
4597 · Developing Supervisory Skills	0.00	0.00	0.00
Total 4504 · Education income	92,693.00	37,332.00	55,361.00
Total 4500 · PROGRAM REVENUES	503,998.00	1,417,567.27	-913,569.27
8999 · YM Import Items	0.00	0.00	0.00
Total Other Income	504,038.00	1,426,631.49	-922,593.49
Other Expense			
6401 · Chapter Expenses			
6401.79 · Current Year Chapter Expenses			

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through July 2021

	Jan - Jul 21	Jan - Jul 20	\$ Change
6401.07 · Peninsula	0.00	3,981.52	-3,981.52
6401.09 · South San Joaquin	225.00	250.00	-25.00
6401.12 · San Gabriel Valley	0.00	352.20	-352.20
6401.16 · Orange County	0.00	8,719.31	-8,719.31
6401.17 · Inland Empire	0.00	817.00	-817.00
6401.19 · San Diego County	0.00	1,199.50	-1,199.50
Total 6401.79 · Current Year Chapter Expenses	225.00	15,319.53	-15,094.53
6401.89 · Prior Year Chapter Income/Expen			
6401.57 · Prior Period Peninsula	0.00	25.00	-25.00
6401.58 · Prior Period Monterey Bay	0.00	95.00	-95.00
Total 6401.89 · Prior Year Chapter Income/Expen	0.00	120.00	-120.00
Total 6401 · Chapter Expenses	225.00	15,439.53	-15,214.53
6400 · PROGRAM EXPENSES			
9000 · Conference Expenses			
9100 · Food & Beverage			
9115 · Wednesday-Breakfast	0.00	19,869.13	-19,869.13
9125 · Wednesday-Lunch	0.00	81,249.33	-81,249.33
9135 · Wednesday-Food-Exhibitor Recept	0.00	34,891.51	-34,891.51
9138 · Wednesday-Beverage-Exhibitor Re	0.00	12,680.48	-12,680.48
9140 · Thursday-Breakfast-Chapter Chai	0.00	2,124.97	-2,124.97
9143 · Thursday-Breakfast	0.00	63,620.93	-63,620.93
9145 · Thursday-Coffee Service	0.00	19,516.18	-19,516.18
9147 · Thursday-Lunch	0.00	92,896.62	-92,896.62
9148 · Thursday-PM Break	0.00	26,287.62	-26,287.62
9150 · Friday-Breakfast	0.00	53,024.02	-53,024.02
9155 · Friday-Lunch	0.00	2,656.64	-2,656.64
Total 9100 · Food & Beverage	0.00	408,817.43	-408,817.43
9200 · President's Dinners			
9210 · President's Dinner - Food & Bev	0.00	47,433.67	-47,433.67
9220 · Entertain-Transport-Decor-Favor	0.00	828.50	-828.50
9250 · Pres Dinner-Out of State Guest	0.00	16,236.72	-16,236.72
Total 9200 · President's Dinners	0.00	64,498.89	-64,498.89
9300 · Hosted Event			
9310 · Event Entertainment	16,300.00	43,665.00	-27,365.00
9320 · Event Food	0.00	134,138.08	-134,138.08
9321 · Event Bar	0.00	15,084.46	-15,084.46
9340 · Event Other	0.00	12,669.68	-12,669.68
Total 9300 · Hosted Event	16,300.00	205,557.22	-189,257.22
9400 · Meetings and Training			
9410 · Speakers-Honorarium	30,400.00	85,300.00	-54,900.00
9420 · Speaker-Expenses-Lodging	0.00	3,563.61	-3,563.61
9430 · Speaker-Expenses-Transportation	0.00	2,612.37	-2,612.37
Total 9400 · Meetings and Training	30,400.00	91,475.98	-61,075.98
9450 · Comps			

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through July 2021

	Jan - Jul 21	Jan - Jul 20	\$ Change
9462 · Comps - Other	0.00	3,348.54	-3,348.54
9460 · Other Guests Lodging (OOS)	0.00	3,711.24	-3,711.24
9465 · Board Scholarships	0.00	3,750.00	-3,750.00
9450 · Comps - Other	0.00	785.48	-785.48
Total 9450 · Comps	0.00	11,595.26	-11,595.26
9475 · Meetings			
9476 · Audio Visual and Lighting	0.00	165,772.31	-165,772.31
9477 · Virtual Platform	82,709.00	0.00	82,709.00
9478 · General Session - Addl' product	0.00	6,480.68	-6,480.68
9479 · WiFi Internet	0.00	12,500.00	-12,500.00
9480 · Electric Power/Rigging	0.00	19,692.40	-19,692.40
9481 · Reg/Attendance Tracking	0.00	34,924.32	-34,924.32
9485 · Convention/Hotel Other Costs	0.00	825.00	-825.00
Total 9475 · Meetings	82,709.00	240,194.71	-157,485.71
9490 · Pre-Conference Workshop			
9494 · Food & Beverage	0.00	9,176.02	-9,176.02
9496 · Pre-Conference-Other	300.00	94.91	205.09
Total 9490 · Pre-Conference Workshop	300.00	9,270.93	-8,970.93
9500 · Exhibits			
9550 · Sponsor Branded Items	0.00	10,063.91	-10,063.91
9510 · Decorator Booth Fee	0.00	15,198.25	-15,198.25
9540 · Security	0.00	3,161.00	-3,161.00
9599 · Exhibits-Other	0.00	8,286.83	-8,286.83
Total 9500 · Exhibits	0.00	36,709.99	-36,709.99
9600 · Entertainment/Gifts			
9610 · Conference Gifts/Attendees	0.00	57,895.77	-57,895.77
9620 · Speaker/Board/Committee Memento	4,814.54	3,347.86	1,466.68
9630 · Gift Baskets (VIPs)	0.00	1,107.00	-1,107.00
Total 9600 · Entertainment/Gifts	4,814.54	62,350.63	-57,536.09
9700 · Other Activities			
9732 · Golf Tournament Expenses	0.00	32,819.58	-32,819.58
9750 · Other Event Expenses	0.00	3,670.00	-3,670.00
Total 9700 · Other Activities	0.00	36,489.58	-36,489.58
9800 · Administration - Conference			
9805 · Conference Marketing	0.00	5,236.00	-5,236.00
9810 · Conference Contract Services	78,757.52	76,622.52	2,135.00
9815 · Printing/Copy/Conference Media	0.00	2,307.22	-2,307.22
9820 · President Expenses	0.00	673.17	-673.17
9831 · Supplies-Badges-Ribbons-Etc	0.00	666.20	-666.20
9840 · Postage & Shipping	3,685.67	11.60	3,674.07
9875 · Signage	0.00	3,967.45	-3,967.45
9880 · Bank Merchant Fees	14,902.50	339.85	14,562.65
9890 · Conference Committee Expenses	15,193.90	24,664.11	-9,470.21
9895 · Staff Exp Inc. Lodging & Travel	0.00	20,082.59	-20,082.59

California Society of Municipal Finance Officers
Statement of Financial Income and Expense
January through July 2021

	Jan - Jul 21	Jan - Jul 20	\$ Change
9800 · Administration - Conference - Other	4,900.00	4,200.00	700.00
Total 9800 · Administration - Conference	117,439.59	138,770.71	-21,331.12
9000 · Conference Expenses - Other	0.00	0.00	0.00
Total 9000 · Conference Expenses	251,963.13	1,305,731.33	-1,053,768.20
6404 · Education Expenses			
6491 · CA Local Budgeting Expense	1,950.00	0.00	1,950.00
6430 · Intro to Government			
6430.10 · Intro to Govt Account - Reimbur	2,000.00	4,102.27	-2,102.27
6430 · Intro to Government - Other	0.00	2,000.00	-2,000.00
Total 6430 · Intro to Government	2,000.00	6,102.27	-4,102.27
6480 · Intermediate Governmental Acct.	7,394.22	865.26	6,528.96
6494 · Webinar Expenses	1,000.00	2,250.00	-1,250.00
6594 · CMTA/CSMFO Course Exp	0.00	0.00	0.00
6595 · Revenue Fundamental Expense	600.00	0.00	600.00
Total 6404 · Education Expenses	12,944.22	9,217.53	3,726.69
Total 6400 · PROGRAM EXPENSES	264,907.35	1,314,948.86	-1,050,041.51
Total Other Expense	265,132.35	1,330,388.39	-1,065,256.04
Net Other Income	238,905.65	96,243.10	142,662.55
Net Income	362,361.34	114,972.00	247,389.34

California Society of Municipal Finance Officers

Chapter Income and Expense

January through July 2021

	Inland Empire (Chapters)	South San Joaquin Valley (Chapters)	Total Chapters	TOTAL
Other Income/Expense				
Other Income				
4501 · Chapter Income	40.00	0.00	40.00	40.00
Total Other Income	40.00	0.00	40.00	40.00
Other Expense				
6401 · Chapter Expenses	0.00	225.00	225.00	225.00
Total Other Expense	0.00	225.00	225.00	225.00
Net Other Income	40.00	-225.00	-185.00	-185.00
Net Income	40.00	-225.00	-185.00	-185.00

California Society of Municipal Finance Officers

Check Detail

July 2021

	Type	Num	Date	Name	Account	Paid Amount
	Check		07/02/2021	Merchant Service	1006 · Bank of America Checking (new)	
					6155 · Merchant Fees/Bank Chg	(747.16)
TOTAL						(747.16)
	Check		07/08/2021		1006 · Bank of America Checking (new)	
					6155 · Merchant Fees/Bank Chg	(15.00)
TOTAL						(15.00)
	Bill Pmt -Check BILLPMT		07/15/2021	Burke, Williams & Sorensen	1006 · Bank of America Checking (new)	
	Bill	271166	07/07/2021		6147 · Professional Fees	(525.00)
TOTAL						(525.00)
	Bill Pmt -Check BILLPMT		07/15/2021	Michael Coleman {v}	1006 · Bank of America Checking (new)	
	Bill	Apr - June 21	07/01/2021		6146.10 · Coleman Services	(4,635.00)
					6146.10 · Coleman Services	(3,500.00)
					6146.10 · Coleman Services	(408.90)
TOTAL						(8,543.90)
	Bill Pmt -Check BILLPMT		07/15/2021	Russ Branson Consulting [v]	1006 · Bank of America Checking (new)	
	Bill	6	04/29/2021		6494 · Webinar Expenses	(1,000.00)
	Bill	4	07/01/2021		6470 · Webinar Program Service	(750.00)
TOTAL						(1,750.00)
	Bill Pmt -Check BILLPMT		07/15/2021	Sierra Office Supply & Print	1006 · Bank of America Checking (new)	
	Bill	3660813-0	05/28/2021		6167 · Directory	(11,768.00)
					6167 · Directory	(657.00)
	Bill	3665348-0	06/17/2021		6170 · Magazine	(6,295.00)
					6170 · Magazine	(115.00)
TOTAL						(18,835.00)
	Bill Pmt -Check BILLPMT		07/15/2021	Smith Moore and Associate	1006 · Bank of America Checking (new)	
	Bill	20210304	06/29/2021		6195 · Web Site Hosting Fee	(67.99)
					6185 · Telephone/Bridge Calls	(46.77)
					6192 · Web site	(66.99)
					6170 · Magazine	(45.00)
	Bill	20210257	07/01/2021		6143 · Management Services	(11,994.61)

California Society of Municipal Finance Officers

Check Detail

July 2021

Type	Num	Date	Name	Account	Paid Amount
				2003 · A/P Other- SMA Conferer	(3,427.02)
				6195 · Web Site Hosting Fee	(625.72)
				1500 · CSMFO/SMA Database Al	(176.97)
				9800 · Administration - Conferer	(584.01)
TOTAL					(17,035.08)
Bill Pmt -Check BILLPMT			07/15/2021 Team San Jose	1006 · Bank of America Checking (new)	
Bill	32933-01-1	06/17/2021		9000 · Conference Expenses	(30,000.00)
TOTAL					(30,000.00)



Dedicated to Excellence in Municipal Financial Management

CSMFO BOARD REPORT

Date August 26, 2021

FROM: Scott Catlett, President Elect

SUBJECT: 2022 Annual Conference Contracts

Background:

The CSMFO Policy and Procedures Manual dated November 2020 was updated to include Article XVI, Contract Approval Policy, with the primary objective to establish procedures for approval of all CSMFO contracts to promote transparency and efficiency. The policy states:

Every CSMFO contract with fees in excess of \$5,000 shall be presented to the Board of Directors at a board meeting for consideration and approval. Unless otherwise stated in the board report, every CSMFO contract shall be executed by the Executive Director. In the event that the Executive Director is unavailable, the CSMFO President will execute the contract. All contracts with fees of \$5,000 or less that are executed within the Executive Director's contract authority will be included as an information item on the consent calendar of the next Board meeting.

The contracts presented below are pending Board approval for inclusion in the budget for the 2022 Annual Conference. Since the 2022 Host Committee is still in the process of finalizing the conference planning, some pricing may change along with items being added or possibly deleted to better suit the needs of the conference. If a contract varies by a significant amount, we will ask for a contract addendum and bring that before the Board for adoption. The final cost of the contract will be represented in the final conference report presented to the Board.

Provider	Purpose	Amount	Notes
AVMS	AV – President's dinner & Thurs. night event	\$ 5,024	
Clarity	Audio Visual- General Session, Breakout rooms, social wall, other small meetings	\$ 185,251	
Clarity	Session editing for virtual presentations	\$ 10,790	
Convention Connection	Keynote Speaker – Chuck Gallagher	Fee: \$ 7,500 Travel: \$ 1,500 One hotel night	
Convention Connection	Keynote Speaker – Ben Nemtin	Fee: \$ 25,000 Hotel, meals, travel	
Convention Connection	General Session Speaker – Marques Ogden	Fee: \$ 10,000 Travel: \$ 1,000 One hotel night	
Cvent	Registration & Attendance Tracking	2022: \$ 33,680 2023: \$ 34,180	Two-year contract
Orange Photography	Head shot pictures	\$ 7,401	
Tricord	Exhibit Hall Show Management	\$ 18,585	

Note: The second General Session speaker is at no cost.

The following expenses may exceed the contract threshold for approval and are intended to be finalized in September:

Provider	Purpose
Digitell	Platform for virtual component of conference
West End Entertainment	Entertainment – President's dinner & Thursday evening event
SMA, MAMS, & Harriet Commons	Additional fees to build and manage the virtual component of the 2022 conference.
TBD	Rigging for AV. This is sometimes charged by the hotel and other times is paid by the AV provider and included as an additional contract cost
TBD	Have not received confirmation of whether Wi-Fi is included in the open space at the Town & Country or will be billed by a separate provider.

Recommendations:

It is recommended that the CSMFO Board of Directors:

1. Approve the 2022 Annual Conference contracts as listed in this report; and
2. Authorize the Executive Committee to approve pending contracts that will be finalized in September to facilitate completion of the Annual Conference budget for presentation at the October Planning Session.



Town & Country Resort

CSMFO

On Site Contact: Marisa Anticevich
Phone:
Email: marisa.anticevich@staff.csmfo.org

AVMS On-site Liaison: **Dale Frye**
 Mobile # **858-232-4054**
 Email: **dfrye@avms.com**
 Venue Liaison: **Jessica Hall**
 Job # **78 - 471960**

Event Dates: **Start Date** 2/15/2022 **End Date** 2/17/2022

Venue Address: Town and Country Resort & Convention Center
 500 Hotel Circle North
 San Diego, CA 92108

Summary of Solution:

Total Savings: **-\$765.00**
TOTAL CHARGES: **\$5,023.50**

**ALL AVMS CHARGES WILL BE INCLUDED
ON HOTEL MASTER BILL**

This summary includes the associated costs related to the corresponding offerings below as of 7/2/2021. Any discounts or offerings included in this summary or the jobs associated are valid for this proposal and are not transferrable toward future events.

This summary may not include associated additional labor costs such as meal penalties, overtime, double-time, night, weekend, or holiday pay that are subject to room setup and execution availability at the time of the event. Any new equipment and/or services requested on-site is subject to prevailing list rates for such equipment and is dependent on equipment/labor availability. Any labor required for last minute requested equipment to include delivery/setup/strike/operation is subject to standard overtime rates.

All service and equipment cancellations must be communicated to AVMS Staff a minimum of 48 hours prior to event. Any cancellations within 48 hours will result in full charges unless otherwise arranged by AVMS Staff.

Facility Technology Fees and or Service Charges are not considered to be gratuities and are not paid to team members of AVMS. We appreciate your business.

PRINT/SIGN: _____ DATE: _____

Technical Specifications

01) Martini Lawn (outside ARLO Restaurant)
 Tuesday, February 15, 2022 12:00 AM - 12:00 AM

Item Description	Qty	Days	Rate	Total
Wired Microphone Package	1.00	1.00	\$275.00	\$275.00
6x10' Fast Fold Projection Package	1.00	1.00	\$725.00	\$725.00
12in Box Truss, 10ft - Truss Tower with Spandex	1.00	1.00	\$140.00	\$140.00
String Lighting Package - Martini Lawn - Includes: (3) 100' string lights	1.00	1.00	\$450.00	\$450.00
Set & Strike Labor	6.00	1.00	\$80.00	\$480.00
Subtotal				\$2,070.00

- continued on page 2 -

02) Flamingo Lawn

Thursday, February 17, 2022 12:00 AM - 12:00 AM

Item Description	Qty	Days	Rate	Total
Colored LED up lighting Package - Includes: (8) LED up lights (Palm trees; Pink & Green)	1.00	1.00	\$520.00	\$520.00
Moon Balloon Lighting Solution (equipment)	1.00	1.00	\$500.00	\$500.00
String Lighting Package - Includes: (4) 100' string lights	1.00	1.00	\$450.00	\$450.00
Set & Strike Labor	11.00	1.00	\$80.00	\$880.00
			Subtotal	\$2,350.00



Job Subtotal:	\$4,420.00
Facility Technology Fee:	\$1,105.00
Discount:	(\$765.00)
Tax:	\$263.50
Total Charges:	\$5,023.50



23 Rancho Circle • Lake Forest, CA 92630 • 888.250.8801



2022 CSMFO

Customer: CSMFO

Email: marisa@staff.csmfo.org

Contact:

Marisa Anticevich

Phone:

951-377-9705

Event Name: 2022 CSMFO

Load-In Date: Tuesday, February 15, 2022

Start Date: Wednesday, February 16, 2022

End Date: Friday, February 18, 2022

Venue:

Town and Country

Address:

500 Hotel Cir N

City:

San Diego

State, Zip:

California 92108

Account Mgr: Adam Evans

Producer:



Cost Summary

CSMFO 2022 CSMFO Town and Country

Event Production Technology	
General Session	\$159,155.00
Breakouts	\$64,920.00
Registration	\$1,005.00
Pre-Conference Sessions	\$6,720.00
BD / Chapt Chair	\$3,950.00
Exhibit Hall	\$670.00
Breakfast	\$485.00
Thursday Night	\$225.00
Social Wall	\$13,490.00
Prior Discount Total	\$250,620.00
Discount	-\$104,307.75
Additional Discount	-\$29,000.00
Subtotal	\$117,312.25
Labor & Travel	
Clarity Labor	\$62,938.50
Travel & Lodging	\$5,000.00
Subtotal	\$67,938.50

Grand Total \$185,250.75

2022 CSMFO Dates

Wednesday, February 16, 2022 - Friday, February 18, 2022

X

Date:

Authorized Signature

(By Signing Above you agree to to the Terms & Conditions)

General Session

Location:	Golden State Ballroom	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:		Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Audio Mixer●							
1	Mixing Console - 24 Channel - Allen & Heath QU 24		2.0	\$300	\$600	45.0%	\$330.00
●Audio Snake●							
1	Pro Audio Analog Snake (32 x 8 x 2)		2.0	\$310	\$620	45.0%	\$341.00
●Sound System●							
2	Powered Speaker - Stage Monitor Wedge	JBL PRX612M or Equivalent	2.0	\$105	\$420	45.0%	\$231.00
4	Powered Speaker - EV ETX-12P		2.0	\$105	\$840	45.0%	\$462.00
●Line Array Speaker - JBL VRX932LA Mid-Size Line Array●							
12	Line Array Speaker - JBL VRX932LA 12"		2.0	\$175	\$4,200	45.0%	\$2,310.00
6	Line Array Speaker - JBL VRX932LA 12"		2.0	\$175	\$2,100	45.0%	\$1,155.00
4	Sub-Woofer - JBL SRX718S 18"		2.0	\$175	\$1,400	45.0%	\$770.00
4	VRX Amp Rack Package		2.0	\$270	\$2,160	45.0%	\$1,188.00
6	JBL VRX-AF Array Frame		2.0	\$55	\$660	45.0%	\$363.00
1	Nutech RS200 200A Distro (L21-30)		2.0	\$555	\$1,110	45.0%	\$610.50
●Audio Playback●							
1	Black Cat Sound Byte Playback System with Mac Book Pro (Weekly Rental)	VOG and Stinger Playback	1.0	\$395	\$395		\$395.00
●Microphones●							
1	Shure MX412 Gooseneck Microphone	Podium Microphone	2.0	\$55	\$110	45.0%	\$60.50
2	Shure Wireless Kit	Choice of Lavalier or Hand-held (per kit)	2.0	\$195	\$780	45.0%	\$429.00
1	Shure Wireless Microphone 6 Pack with Paddles		2.0	\$1,130	\$2,260	45.0%	\$1,243.00
1	DPA Omni Adjustable Microphone Headband	Keynote	2.0	\$75	\$150	45.0%	\$82.50
●Miscellaneous Audio●							
2	Whirlwind pcDI Stereo Direct Box	Computer Audio	2.0	\$30	\$120	45.0%	\$66.00
●Communication●							
1	Clearcom (HMS-4X) 4-channel Main Station		2.0	\$280	\$560	45.0%	\$308.00
2	Clearcom (HBP-2XS) 2-Channel Helixnet Beltpack w/Headset		2.0	\$65	\$260	45.0%	\$143.00
1	Communication - BTR-800 Wireless Package	Includes 4 Beltpacks	2.0	\$645	\$1,290	45.0%	\$709.50

Video Switching

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Basic HD Video Switching●							
1	Video Switcher: Barco Image Pro 2 HD	5 Inputs with Seamless Switching	2.0	\$450	\$900	45.0%	\$495.00
1	Video Switcher: Barco PDS-902 Digital Switcher	9 Inputs with Seamless Switching	2.0	\$730	\$1,460	45.0%	\$803.00
2	Monitor - 24" LED		2.0	\$95	\$380	45.0%	\$209.00

Computer & Data

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Playback●							
1	Mac PlaybackPro (Weekly Rental)	Video Playback	1.0	\$555	\$555	45.0%	\$305.25
●Computers●							
2	Laptop (Weekly Rate)		1.0	\$450	\$900	45.0%	\$495.00
●Teleprompter●							
1	Telescript PRS150 15" Presidential Teleprompter Package		2.0	\$885	\$1,770	45.0%	\$973.50
●Video Distribution Package●							
1	Tier 1: Includes HDMI DA, Aja HD-SDI DA, Aja Hi5 HD-SDI Converter, DVI D/A	Show Rate	1.0	\$1,670	\$1,670	45.0%	\$918.50

Camera

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●HD Studio Camera Package●							
1	Sony HXC-100 Camera	Includes CCU / RCP / 100m Triax Cable	2.0	\$2,185	\$4,370	45.0%	\$2,403.50
1	Studio Viewfinder		2.0	\$760	\$1,520	45.0%	\$836.00
1	40x Camera Lens	Note: Requires V-60 tripod	2.0	\$1,015	\$2,030	45.0%	\$1,116.50
1	Sachtler V-60 Tripod Package		2.0	\$150	\$300	45.0%	\$165.00
●Video Recording Package●							
1	Video Recording - Black Magic Rack Kit w/4 KiPro units and hard drives	Program & Iso / Primary and Backup	2.0	\$2,075	\$4,150	45.0%	\$2,282.50
●Miscellaneous Camera Equipment●							
1	Spider Pod		2.0	\$215	\$430	45.0%	\$236.50

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Monitors (LED)●							
2	Monitor - 55" LED		2.0	\$555	\$2,220	45.0%	\$1,221.00
2	Adjustable Downstage Monitor Stand		2.0	\$175	\$700	45.0%	\$385.00
●Projection●							
4	Projector - 13k Laser	2x Side Screens, 2x 3:1	2.0	\$2,300	\$18,400	45.0%	\$10,120.00
4	Zoom Lens	Note: Specify Distance	2.0	\$225	\$1,800	45.0%	\$990.00
4	Decorator		2.0	\$100	\$800	45.0%	\$440.00
●Truss Screens (16:9)●							
2	Stumpfl 13'5" X 24' Screen & Dress Kit	Main Screens	2.0	\$1,335	\$5,340	45.0%	\$2,937.00
●Truss Screens (3:1)●							
1	Stumpfl 12'x36' Screen		2.0	\$2,500	\$5,000	45.0%	\$2,750.00

Lighting

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Lighting Controller●							
1	Grand MA Series 2 Command Wing with Dell Touch Screen		2.0	\$1,005	\$2,010	45.0%	\$1,105.50
●Moving Head Lighting Fixtures●							
10	LED Wash Fixture - GLP Impression X4		2.0	\$280	\$5,600	45.0%	\$3,080.00
22	LED Wash Fixture - Martin Mac Aura		2.0	\$350	\$15,400	45.0%	\$8,470.00
●LED Up-Lites●							
20	LED Lighting Fixture - Martin Rush 2 LED PAR	Zoom Lens	2.0	\$105	\$4,200	45.0%	\$2,310.00
●Lighting Misc●							
1	Opto Splitter		2.0	\$80	\$160	45.0%	\$88.00

Scenic & Staging

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Drape●							
26	26'H x 13'W Black Drape Panel with Truss Ties (IFR)	Stage Drape	2.0	\$305	\$15,860	45.0%	\$8,723.00
2	Control Drape Kit - Black Velour	FOH and Camera	2.0	\$555	\$2,220	45.0%	\$1,221.00
●Scenic & Staging●							
1	Custom Hard Set Scenic Design	Acrylic Boxes	1.0	\$6,000	\$6,000		\$6,000.00
1	Green Trees Package	Palms	1.0	\$10,000	\$10,000		\$10,000.00

Power

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Electrical Requirements - Provided by Venue●							
1	200 Amp Three-Phase Electrical Tie-In	Note: Check Cost	2.0				Venue to Provide
●Power Support (CAMS)●							
2	Camlock Package - 50ft		2.0	\$105	\$420	45.0%	\$231.00
●Distros●							
1	208v Distro - 24 way (camlock in/soca out with pass-thru)		2.0	\$445	\$890	45.0%	\$489.50
1	120v Distro - 24 way (camlock in/soca out with pass-thru)	Note: 2 intels for 1 way (12 fixtures - 6 way)	2.0	\$445	\$890	45.0%	\$489.50

Rigging & Support

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Rigging Support●							
1	Rigging Point Package		2.0				Venue to Provide
1	One-Ton Chain Motor	Note: Check Cost	2.0				Venue to Provide
1	Scissor Lift (Weekly Rate)		1.0				Venue to Provide
10	Sand Bags		2.0				
●12" Truss●							
28	Truss - 10' Box Truss 12"x12"		2.0	\$175	\$9,800	45.0%	\$5,390.00
1	Hardware & Cable Package		2.0	\$555	\$1,110	45.0%	\$610.50
●20" Truss●							
12	Truss - 10' Box Truss 20.5"		2.0	\$280	\$6,720	45.0%	\$3,696.00

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
2	D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)		2.0	\$80	\$320	45.0%	\$176.00
1	D'San PRO-2000 Limitimer Package (Speaker Timer)		2.0	\$280	\$560	45.0%	\$308.00
●Miscellaneous Equipment●							
6	Motorola 2-way Radios		2.0	\$80	\$960	45.0%	\$528.00
6	Radio Otto Surveillance kit		2.0	\$15	\$180	45.0%	\$99.00
●Sales Items●							
1	Black Roll Duvetyne (50 Yard)		1.0	\$675	\$675		\$675.00
2	Hard Drive		1.0	\$225	\$450		\$450.00

Subtotal	\$159,155.00
Discount	-\$63,735.75
Total	\$95,419.25

Registration

Location:	Registration	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:		Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Computer & Data

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●Office Equipment●						
1	Laptop (Weekly Rate)		1.0	\$450	\$450		\$450.00
1	HP Black & White LaserJet Printer (Weekly Rate)		1.0	\$555	\$555		\$555.00

Subtotal	\$1,005.00
Discount	
Total	\$1,005.00

Social Wall

Location:	Pacific Foyer	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:		Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Computer & Data

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●Computers●						
1	Laptop (Weekly Rate)		1.0	\$450	\$450	45.0%	\$247.50
	●Media Server●						
1	Media Server - Tier 1	Resolume	1.0	\$550	\$550	45.0%	\$302.50

LED

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●Hi-Res LED●						
15	LED Tile - HD - ROE VR3 (3.9 mm) - 20"x20"		2.0	\$225	\$6,750	45.0%	\$3,712.50
1	LED Processing Package		2.0	\$1,110	\$2,220	45.0%	\$1,221.00

Scenic & Staging

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●Drape●						
1	16'H x 13'W Black Drape Panel (IFR)	3' cross bars to cover sides	2.0	\$175	\$350	45.0%	\$192.50

Power

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●Electrical Requirements - Provided by Venue●						
1	100 Amp Single-Phase Electrical Tie-In	Note: Check Cost	2.0				Venue to Provide
	●Power Support (CAMS)●						
1	Camlock Package - 50ft		2.0	\$105	\$210	45.0%	\$115.50
	●Distros●						
1	21 ch 110v Distro Edison Cam Thru AC Power		2.0	\$235	\$470	45.0%	\$258.50

Rigging & Support

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
	●12" Truss●						
3	Truss - 8' Box Truss 12"x12"		2.0	\$175	\$1,050	45.0%	\$577.50
3	30"x30" Base Plate 12"	Vertical Truss Base	2.0	\$55	\$330	45.0%	\$181.50
1	Hardware & Cable Package		2.0	\$555	\$1,110	45.0%	\$610.50

Subtotal	\$13,490.00
Discount	-\$6,070.50
Total	\$7,419.50

Pre-Conference Sessions

Location:	Sunset 1-3, Pacific H/I, Pacific F/G, TBD	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:	Tuesday Only	Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
4	Mixing Console - 14 Channel - Allen & Heath ZED14		1.0	\$140	\$560	45.0%	\$308.00
4	Powered Speaker - JBL PRX612M Two Way Loudspeaker		1.0	\$105	\$420	45.0%	\$231.00
4	Speaker Stand		1.0	\$25	\$100	45.0%	\$55.00
4	Spandex - Speaker Stand Cover - Black		1.0	\$5	\$20	45.0%	\$11.00
●Microphones●							
8	Shure Wireless Microphone Kit (Vocal)	1-HH and 1-Lav Per Room	1.0	\$195	\$1,560	45.0%	\$858.00
4	Shure MX412 Gooseneck Microphone	Podium Microphone	1.0	\$55	\$220	45.0%	\$121.00
●Miscellaneous●							
4	Computer Audio Interface		1.0	\$20	\$80	45.0%	\$44.00
4	Table Microphone Stand	HH to be placed on Table	1.0	\$25	\$100	45.0%	\$55.00

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection●							
4	8ft Projection Screen with Skirt		1.0	\$55	\$220	45.0%	\$121.00
4	Projector - 3K LCD		1.0	\$330	\$1,320	45.0%	\$726.00
4	Laptop (Weekly Rate)		1.0	\$450	\$1,800	45.0%	\$990.00

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
4	D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)		1.0	\$80	\$320	45.0%	\$176.00

Subtotal	\$6,720.00
Discount	-\$3,024.00
Total	\$3,696.00

First Time Breakfast

Location:	TBD	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:		Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Breakout Audio Package●							
1	Mixing Console - 14 Channel - Allen & Heath ZED14		1.0	\$140	\$140	45.0%	\$77.00
1	Powered Speaker - JBL PRX612M Two Way Loudspeaker		1.0	\$105	\$105	45.0%	\$57.75
1	Speaker Stand		1.0	\$25	\$25	45.0%	\$13.75
1	Shure Wireless Kit	Choice of Lavalliere or Hand-held (per kit)	1.0	\$195	\$195	45.0%	\$107.25
1	Computer Audio Interface		1.0	\$20	\$20	45.0%	\$11.00

Subtotal	\$485.00
Discount	-\$218.25
Total	\$266.75

Board of Directors

Location:	TBD	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:	Tuesday Only	Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
1	Mixing Console - 14 Channel - Allen & Heath ZED14		1.0	\$140	\$140	45.0%	\$77.00
2	Powered Speaker - JBL PRX612M Two Way Loudspeaker		1.0	\$105	\$210	45.0%	\$115.50
2	Speaker Stand		1.0	\$25	\$50	45.0%	\$27.50
2	Spandex - Speaker Stand Cover - Black		1.0	\$5	\$10	45.0%	\$5.50
●Microphones●							
3	Shure Wireless Microphone Kit (Vocal)	Table Top	1.0	\$195	\$585	45.0%	\$321.75
1	Shure MX412 Gooseneck Microphone	Podium Microphone	1.0	\$55	\$55	45.0%	\$30.25
●Miscellaneous●							
1	Computer Audio Interface	Table Top	1.0	\$20	\$20	45.0%	\$11.00
3	Table Microphone Stand		1.0	\$25	\$75	45.0%	\$41.25

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection●							
1	Projector - 3K LCD		1.0	\$330	\$330	45.0%	\$181.50
1	8ft Projection Screen with Skirt		1.0	\$55	\$55	45.0%	\$30.25
1	Laptop (Weekly Rate)		1.0	\$450	\$450	45.0%	\$247.50

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
1	D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)		1.0	\$80	\$80	45.0%	\$44.00
●Miscellaneous Equipment●							
1	Polycom Speaker Phone		1.0	\$175	\$175	45.0%	\$96.25

Subtotal	\$2,235.00
Discount	-\$1,005.75
Total	\$1,229.25

Chapter Chair Meet & Greet

Location:	TBD	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:	Thursday Only	Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
1	Mixing Console - 14 Channel - Allen & Heath ZED14		1.0	\$140	\$140	45.0%	\$77.00
2	Powered Speaker - JBL PRX612M Two Way Loudspeaker		1.0	\$105	\$210	45.0%	\$115.50
2	Speaker Stand		1.0	\$25	\$50	45.0%	\$27.50
2	Spandex - Speaker Stand Cover - Black		1.0	\$5	\$10	45.0%	\$5.50
●Microphones●							
1	Shure Wireless Microphone Kit (Vocal)		1.0	\$195	\$195	45.0%	\$107.25
●Miscellaneous●							
1	Computer Audio Interface	Table Top	1.0	\$20	\$20	45.0%	\$11.00

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection●							
1	Projector - 3K LCD		1.0	\$330	\$330	45.0%	\$181.50
1	8ft Projection Screen with Skirt		1.0	\$55	\$55	45.0%	\$30.25
1	Laptop (Weekly Rate)		1.0	\$450	\$450	45.0%	\$247.50

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools●							
1	D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)		1.0	\$80	\$80	45.0%	\$44.00
●Miscellaneous Equipment●							
1	Polycom Speaker Phone		1.0	\$175	\$175	45.0%	\$96.25

Subtotal	\$1,715.00
Discount	-\$771.75
Total	\$943.25

Exhibit Hall (Vendors)

Location:	Town and Country Ballroom	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:		Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
1	Mixing Console - 14 Channel - Allen & Heath ZED14		2.0	\$140	\$280	45.0%	\$154.00
1	Shure Wireless Microphone Kit (Vocal)		2.0	\$195	\$390	45.0%	\$214.50
1	House Sound Patch		3.0				Venue to Provide

Subtotal	\$670.00
Discount	-\$301.50
Total	\$368.50

Large Breakout

Location:	Pacific A	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:	94'x122'	End:	Friday, February 18, 2022	Time: TBD
Set-up:	Max seating	Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:	1x VOD Records / Doubles up as GS on last day	Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System●							
1	Mixing Console - 14 Channel - Allen & Heath ZED14		2.0	\$140	\$280	45.0%	\$154.00
10	Powered Speaker - EV ETX-12P		2.0	\$105	\$2,100	45.0%	\$1,155.00
10	Speaker Stand		2.0	\$25	\$500	45.0%	\$275.00
10	Spandex - Speaker Stand Cover - Black		2.0	\$5	\$100	45.0%	\$55.00
●Microphones●							
2	Shure Wireless Kit	1 Lav / 1 HH per Room	2.0	\$195	\$780	45.0%	\$429.00
1	Shure MX412 Gooseneck Microphone	Podium Microphone	2.0	\$55	\$110	45.0%	\$60.50
●Miscellaneous●							
1	Computer Audio Interface	Podium	2.0	\$20	\$40	45.0%	\$22.00
2	Table Microphone Stand	Head Table	2.0	\$25	\$100	45.0%	\$55.00

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection●							
2	Stumpfl 9'X16' Screen & Dress Kit		2.0	\$1,005	\$4,020	45.0%	\$2,211.00
2	Projector - 7k Laser	Includes 1.7 - 2.4 standard lens	2.0	\$1,005	\$4,020	45.0%	\$2,211.00
1	HDMI 1x8 Distribution Amplifier		1.0	\$75	\$75		\$75.00

Camera

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●HD Studio Camera Package●							
1	Panasonic AG-HPX-500 P2 HD Camcorder	Includes standard lens w/zoom & focus	2.0	\$1,005	\$2,010	45.0%	\$1,105.50
1	Standard Camera Lens	17x - 22x	2.0				
1	Studio Viewfinder		2.0	\$760	\$1,520	45.0%	\$836.00
1	Sachtler V-18 Tripod Package		2.0	\$95	\$190	45.0%	\$104.50
●Video Recording Package●							
1	AJA KiPro Media Recorder (500gb) w/Thunderbolt		2.0	\$440	\$880	45.0%	\$484.00
1	Monitor - 8.4"		2.0	\$175	\$350	45.0%	\$192.50
1	AJA KiPro Media Recorder (500gb) w/Thunderbolt	Back-up	2.0	\$440	\$880	45.0%	\$484.00
1	Monitor - 8.4"	Back-up	2.0	\$175	\$350	45.0%	\$192.50
●Miscellaneous Camera Equipment●							
1	Spider Pod		2.0	\$215	\$430	45.0%	\$236.50

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools● 1 D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)							
			2.0	\$80	\$160	45.0%	\$88.00
●Miscellaneous Equipment● 1 Flip Chart Package (includes paper & markers)							
			2.0	\$140	\$280	45.0%	\$154.00

Subtotal	\$19,175.00
Discount	\$8,595.00
Total	\$10,580.00

Wednesday Morning Breakouts

Location:	Pacific B and Palm 1-6	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:	Additional Equipment	Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:	Rooms Break down to smaller breakouts on Wed @ 10:15am	Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Pacific B

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Equipment● 2 Stumpfl 9'X16' Screen & Dress Kit							
			1.0	\$1,005	\$2,010	45.0%	\$1,105.50
2	Projector - 7k Laser	Includes 1.7 - 2.4 standard lens	1.0	\$1,005	\$2,010	45.0%	\$1,105.50
4	16' H x 13' W Black Drape Panel (IFR)	Behind Stage	1.0	\$175	\$700	45.0%	\$385.00
2	Decimator MD-HX HDMI/SDI Crossconverter 3G/HDSDI		1.0	\$100	\$200	45.0%	\$110.00

Palm 1-6

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Equipment● 3 Monitor - 70" LED							
			1.0	\$885	\$2,655	45.0%	\$1,460.25
4	Decimator MD-HX HDMI/SDI Crossconverter 3G/HDSDI		1.0	\$100	\$400	45.0%	\$220.00
3	Chrome Stand for Monitor with Covering		1.0	\$105	\$315	45.0%	\$173.25

Subtotal	\$8,290.00
Discount	-\$3,730.50
Total	\$4,559.50

Breakout

Location:	Pacific C, D, E, Palm 1-3, Palm 4-6, Sunset 1-3	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:		End:	Friday, February 18, 2022	Time: TBD
Set-up:		Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:	1x VOD Records	Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Sound System● 6 Mixing Console - 14 Channel - Allen & Heath ZED14							
			3.0	\$140	\$2,520	45.0%	\$1,386.00
12	Powered Speaker - EV ETX-12P		3.0	\$105	\$3,780	45.0%	\$2,079.00
12	Speaker Stand		3.0	\$25	\$900	45.0%	\$495.00
12	Spandex - Speaker Stand Cover - Black		3.0	\$5	\$180	45.0%	\$99.00
●Microphones● 12 Shure Wireless Kit							
		1 Lav / 1 HH per Room	3.0	\$195	\$7,020	45.0%	\$3,861.00
6	Shure MX412 Gooseneck Microphone	Podium Microphone	3.0	\$55	\$990	45.0%	\$544.50
●Miscellaneous● 6 Computer Audio Interface							
		Podium	3.0	\$20	\$360	45.0%	\$198.00
12	Table Microphone Stand	Head Table	3.0	\$25	\$900	45.0%	\$495.00

Projection & Display

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Projection● 6 8ft Projection Screen with Skirt							
			3.0	\$55	\$990	45.0%	\$544.50
6	Projector - 3K LCD		3.0	\$330	\$5,940	45.0%	\$3,267.00

Camera

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●HD Studio Camera Package● 1 Panasonic AG-HPX-500 P2 HD Camcorder							
		Includes standard lens w/zoom & focus	3.0	\$1,005	\$3,015	45.0%	\$1,658.25
1	Standard Camera Lens	17x - 22x	3.0				
1	Studio Viewfinder		3.0	\$760	\$2,280	45.0%	\$1,254.00
1	Sachtler V-18 Tripod Package		3.0	\$95	\$285	45.0%	\$156.75
●Video Recording Package● 1 AJA KiPro Media Recorder (500gb) w/Thunderbolt							
			3.0	\$440	\$1,320	45.0%	\$726.00
1	Monitor - 8.4"		3.0	\$175	\$525	45.0%	\$288.75
1	AJA KiPro Media Recorder (500gb) w/Thunderbolt	Back-up	3.0	\$440	\$1,320	45.0%	\$726.00
1	Monitor - 8.4"	Back-up	3.0	\$175	\$525	45.0%	\$288.75
●Miscellaneous Camera Equipment● 1 Spider Pod							
			3.0	\$215	\$645	45.0%	\$354.75

Miscellaneous

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Presenter Tools● 6 D'San Perfect Cue Wireless Cue Light (Wireless Slide Advancement)							
			3.0	\$80	\$1,440	45.0%	\$792.00
●Miscellaneous Equipment● 6 Flip Chart Package (includes paper & markers)							
			3.0	\$140	\$2,520	45.0%	\$1,386.00
					Subtotal		\$37,455.00
					Discount		\$16,854.75
					Total		\$20,600.25

Thursday Evening Entertainment

Location:	Start:	Wednesday, February 16, 2022	Time: TBD
Dimensions:	End:	Friday, February 18, 2022	Time: TBD
Set-up:	Load-In:	Tuesday, February 15, 2022	Time: TBD
Notes:	Rehearsal:	Tuesday, February 15, 2022	Time: TBD

Audio

Qty	Description	Notes	Days	Rate	Subtotal	Disc %	Total
●Audio Equipment● 3 DPA Omni Adjustable Microphone Headband							
			1.0	\$75	\$225		\$225.00
					Subtotal		\$225.00
					Discount		
					Total		\$225.00

Labor

Location: **Arrival:** Monday, February 14, 2022 Morning
Notes: **Departure:** Saturday, February 19, 2022 Morning

Clarity Team

Qty	Description	Notes	Days	Rate	Subtotal	Total
1	●Clarity Management● Project Manager		4.0	\$1,040	\$4,160	\$4,160.00
1	●Operate Labor●	Tuesday Setup				
1	Audio Engineer - A1	Wed Rehursal and day 1 of Show	4.0	\$900	\$3,600	\$3,600.00
1	Audio Engineer - A2	Thursday Day 2 of Show	4.0	\$845	\$3,380	\$3,380.00
1	Video Engineer - V1	Friday is Morning Show and Strike	4.0	\$900	\$3,600	\$3,600.00
1	Graphics 1 - G1		4.0	\$900	\$3,600	\$3,600.00
1	Teleprompter		4.0	\$900	\$3,600	\$3,600.00
1	Camera Operator - C1		4.0	\$900	\$3,600	\$3,600.00
1	Lighting Programmer / Board Operator - L1		4.0	\$900	\$3,600	\$3,600.00
4	●General Session Set / Strike● Technician to Set		1.0	\$845	\$3,380	\$3,380.00
4	Technician to Strike		0.5	\$845	\$1,690	\$1,690.00
1	●Breakout Management● Breakout Manager		4.0	\$900	\$3,600	\$3,600.00
1	●Breakout Support● AV Operating Technician		4.0	\$845	\$3,380	\$3,380.00
1	AV Roaming Technician		4.0	\$845	\$3,380	\$3,380.00
2	Camera Operator - C1		4.0	\$900	\$7,200	\$7,200.00
5	●Breakout Set / Strike● Technician to Set		1.0	\$845	\$4,225	\$4,225.00
3	Technician to Strike		0.5	\$845	\$1,268	\$1,267.50
5	●Breakout Set / Strike● Technician to Reset	Reset Pacific B to C,D,E And Palm 1-6 to 1-3 and 4-6	0.5	\$845	\$2,113	\$2,112.50
1	●Social Wall● LED Engineer		2.0	\$845	\$1,690	\$1,690.00
					Total	\$61,065.00

Overtime

Qty	Description	Regular Hourly Rate	OT Hrs	DT Hrs	OT	DT	Total
1	Late Night Entertainment in GS						
1	Audio Engineer - A1	\$90.00	2.00		\$270.00		\$270.00
1	Audio Engineer - A2	\$84.50	2.00		\$253.50		\$253.50
1	Video Engineer - V1	\$90.00	2.00		\$270.00		\$270.00
1	Graphics 1 - G1	\$90.00	2.00		\$270.00		\$270.00
1	Teleprompter	\$90.00	2.00		\$270.00		\$270.00
1	Camera Operator - C1	\$90.00	2.00		\$270.00		\$270.00
1	Lighting Programmer / Board Operator - L1	\$90.00	2.00		\$270.00		\$270.00
					Total		\$1,873.50
					Grand		\$62,938.50

Travel

Location: **Arrival:** Monday, February 14, 2022 Morning
Notes: **Departure:** Saturday, February 19, 2022 Morning

Travel & Lodging

Qty	Description	Notes	Days	Rate	Subtotal	Total
5	Lodging - Hotel	Lodging allowance from CSMFO, additonal cost to be covered by Clarity	4.0	\$250	\$5,000	\$5,000.00

Notes

Date	Description	Notes	Start	End
				Total
				\$5,000.00



• TERMS & CONDITIONS •

Payment Terms:

Payment due upon receipt unless other terms have been agreed to by Clarity and the customer. Payments past due by 60 days are subject to late fees and 8% interest charge.

DEPOSIT AMOUNT	PAYMENT #1 DUE	BALANCE DUE	PAYMENT #2 DUE
\$92,625.38	12/20/21	\$92,625.38	3/20/22

Labor Terms:

Day rate is based on 10 working hours. Overtime applicable after 10 hrs.
 Overtime rate is 1.5x hourly rate after 10 hrs., 2x hourly rate after 12 hrs.
 Dark days are billed at half-day rate
 Travel days are billed at either half or full day rate, dependent upon destination
 Overtime is applicable at 1.5x hourly if turnaround time is less than 8 hours
 Premium rates may be applicable on sixth and seventh consecutive days of work.
 Premium rate is 1.5x daily rate. Overtime applicable after 10 hrs.
 Overtime rate is 2x hourly rate.

Excluded Items:

The following items (if applicable) are not included in this proposal unless otherwise noted:

Event Cancellation:

If the Customer cancels the event listed above, Clarity Experiences, Inc. requires a 45-day notice prior to event commencement date.
 If no notice is given within 45 days, Clarity Experiences, Inc. will bill for a 30% service charge.
 Additionally, all pre-production labor, and travel expenses incurred will be billed to the Customer

Force Majeure:

Immediate termination of this Agreement without penalty may occur due to acts of terrorism, civil strife, airport shutdowns, and acts of war or other events beyond the control of either party, which makes performance of the contract impossible or overly burdensome. Reimbursement or assessments will be refunded and / or applied against those expenses that have been previously incurred by Clarity Experiences, Inc. up to and to the point of termination of the event.

This quote is valid for 96 hours from date of issue.



23 Rancho Circle • Lake Forest, CA 92630 • 888.250.8801



2022 CSMFO (VOD)

Customer: CSMFO

Email: marisa@staff.csmfo.org

Contact:

Marisa Anticevich

Phone:

951-377-9705

Event Name: 2022 CSMFO (VOD)

Load-In Date: Tuesday, February 15, 2022

Start Date: Wednesday, February 16, 2022

End Date: Friday, February 18, 2022

Venue:

Town and Country

Address:

500 Hotel Cir N

City:

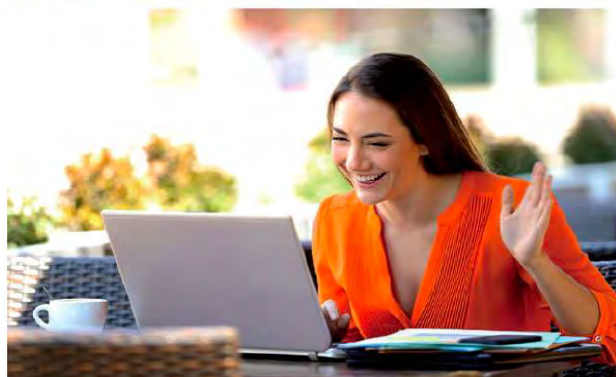
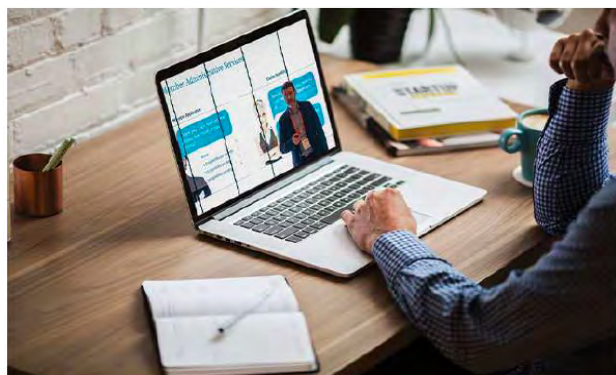
San Diego

State, Zip:

California 92108

Account Mgr: Adam Evans

Producer:



Cost Summary

CSMFO 2022 CSMFO (VOD) Town and Country

Event Production Technology	
Subtotal	

Labor & Travel	
Clarity Labor	\$10,790.00
Subtotal	\$10,790.00

Grand Total \$10,790.00

2022 CSMFO (VOD) Dates

Wednesday, February 16, 2022 - Friday, February 18, 2022

X

Date:

Authorized Signature

(By Signing Above you agree to to the Terms & Conditions)

2022 CSMFO (VOD) Labor

Location: West Coast Headquarters
Arrival: Monday, February 14, 2022 Morning
Notes: VOD from Live Show
Departure: Saturday, February 19, 2022 Morning

Post-Production

Labor	Qty	Description	Notes	Hours	Rate	Subtotal	Total
Labor		●Management●					
Labor	1	Project Manager		10.0	\$104	\$1,040	\$1,040.00
Labor		●Design & Development●					
Labor	1	Graphic Designer	Create beginning and ending slide bumper	5.0	\$150	\$750	\$750.00
Labor		●Custom Content●					
Labor	20	Professional Editing	20 Session Based on Heads and Tails editing w/title Slide bumper	3.0	\$150	\$9,000	\$9,000.00
Labor							
						Total	\$10,790.00



• TERMS & CONDITIONS •

Payment Terms:

Payment due upon receipt unless other terms have been agreed to by Clarity and the customer. Payments past due by 60 days are subject to late fees and 8% interest charge.

DEPOSIT AMOUNT	PAYMENT #1 DUE	BALANCE DUE	PAYMENT #2 DUE
\$5,395.00	12/20/21	\$5,395.00	3/20/22

Labor Terms:

Day rate is based on 10 working hours. Overtime applicable after 10 hrs.
 Overtime rate is 1.5x hourly rate after 10 hrs., 2x hourly rate after 12 hrs.
 Dark days are billed at half-day rate
 Travel days are billed at either half or full day rate, dependent upon destination
 Overtime is applicable at 1.5x hourly if turnaround time is less than 8 hours
 Premium rates may be applicable on sixth and seventh consecutive days of work.
 Premium rate is 1.5x daily rate. Overtime applicable after 10 hrs.
 Overtime rate is 2x hourly rate.

Excluded Items:

The following items (if applicable) are not included in this proposal unless otherwise noted:

Event Cancellation:

If the Customer cancels the event listed above, Clarity Experiences, Inc. requires a 45-day notice prior to event commencement date.

If no notice is given within 45 days, Clarity Experiences, Inc. will bill for a 30% service charge.

Additionally, all pre-production labor, and travel expenses incurred will be billed to the Customer

Force Majeure:

Immediate termination of this Agreement without penalty may occur due to acts of terrorism, civil strife, airport shutdowns, and acts of war or other events beyond the control of either party, which makes performance of the contract impossible or overly burdensome. Reimbursement or assessments will be refunded and / or applied against those expenses that have been previously incurred by Clarity Experiences, Inc. up to and to the point of termination of the event.

This quote is valid for 96 hours from date of issue.



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18133 Coastline Dr., #A3. Malibu, CA 90265
(800) 443-9979 www.conventionconnection.net

SPEAKER AGREEMENT

On August 4, 2021;

CA SOCIETY MUNICIPAL FINANCIAL OFFICERS, hereinafter referred to as PURCHASER, and **Chuck Gallagher**, hereinafter referred to as SPEAKER, agree to the following terms and the Additional Conditions on the following page:

SPEAKER agrees to deliver, in a professional manner a Keynote address:

- Title: TBD
- Date: Wednesday: 02/16/2022
- Function: CSMFO Annual Conference
- Site: Town and Country Hotel in San Diego
- Address: 500 Hotel Circle N
San Diego, CA
(619) 291-7131
- Phone: (619) 291-7131
- Time: 2:45 pm – 4:00 pm
- Length: 60 - 75 minutes
- Arrive: Tuesday: 02/15/2022
- Accommodations: Town and Country Hotel in San Diego
500 Hotel Circle N

PURCHASER, for services of SPEAKER, agrees to compensate an honorarium of:

- Fee: \$7,500.00 + \$1,500.00 flat travel and hotel
- Deposit of: \$3,750.00 + \$1,500.00 flat travel -- Total = \$5,250.00
- Payable to: **CONENT., INC. dba CONVENTION CONNECTION**
- Date due: 08/11/2021
- Balance: \$3,750.00
- Payable to: **CONENT., INC. dba CONVENTION CONNECTION**
- Date due: 02/02/2022

Expenses for the Speaker will include flat travel fee of \$1,500.00 plus local lodging, made necessary by the Speaker's trip to, presence in, or trip from the city in which program is presented, unless otherwise noted. Purchaser will be invoiced for flat travel. Hotel expenses to be put on Purchaser's master account.

TAXES: Please be aware that some states deduct taxes for non-residents. If they do, the taxes will be deducted from your honorarium. Please consult your tax advisor but our experience suggests that most taxes are recoverable.

Purchaser must not record presentation without prior authorization.

Is product sale by the speaker permissible? _____.

All correspondence to SPEAKER must be addressed to CONVENTION CONNECTION.

SITE CONTACT: David Cain

DRESS CODE: Business

NUMBER OF ATTENDEES: 1200

PROFILE OF GROUP: conference call requested

REMARKS:

PHONE NUMBERS OF:

Purchaser: (714) 593-4501

Speaker's Office:

Client Executive: Kiela Hine

Cell Phone: (714) 270-6840

Cell Phone: (824) 234-1400

Cell Phone: (310) 721-4631

Email: davidcain.govfinance@gmail.com

Email: leah@chuckgallagher.com

Email: kiela@conventionconnection.net

To confirm this contract, please sign and return a copy of this agreement via email. The deposit is due on or before DEPOSIT DUE DATE. A fully executed copy will be returned to you.

Agreed and Accepted
Ms. Melissa Manchester, Executive Director

Agreed and Accepted
Chuck Gallagher

Date: _____

Date: _____

Additional Conditions of the Agreement

1. **Cancellation Policy:** As this Agreement removes the Speaker from the marketplace on the date(s) agreed upon, the following charges will apply: the part of the agreed upon fee as provided on Page 1 of this Agreement. The full fee is due if Speaker is cancelled at any time after the contract is fully executed.
2. Notwithstanding any other provision of this agreement, in the event that the performance of any obligation under this Agreement by a party is prevented due to acts of God, exchange controls, export or import controls or any other government restriction, wars, pandemic, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, lockouts, or any other cause beyond the reasonable control of a party, such party shall not be responsible to the other parties for a failure or delay in performance of its obligations under this agreement. Each party shall promptly notify the other parties of such force majeure condition. The terms of this clause shall not exempt, but merely suspend, any party from its duty to perform the obligations under this Agreement until as soon as practicable after a force majeure condition ceases to exist.
3. In the event the Speaker must cancel due to transportation problems beyond the control of the Speaker, illness, unforeseen emergency, or overriding professional responsibility, neither Speaker nor Convention Connection will have any liability for the expenses or losses incurred by the Purchaser. Convention Connection will attempt to provide a comparable Speaker who is acceptable to the Purchaser. Convention Connection agrees to refund the Purchaser, within 30 days, any deposits received from the Purchaser in the event the Speaker cancels the contract and Convention Connection cannot provide a comparable Speaker who is acceptable to the Purchaser.
4. **Copyrighted Work:** Any of the following copyrighted materials are governed by the terms of this agreement: all training units, components, systems, workshops, training procedures, participant materials and other material in print and other media and services collectively referred to as ("Materials"), ordered by the Purchaser and accepted by Convention Connection on and after the date of this agreement. It is understood that the Speaker's presentation may not be audio taped, video taped or broadcast without written permission from the Speaker or Convention Connection.
5. **Facility:** Purchaser agrees to provide an acceptable and licensed facility for the event, in good condition, together with all necessary stage accessories, properties and AV requirements.
6. **Taxes:** In the event that there are any sales taxes, admission taxes, user fees or other charges, taxes or fees of any kind levied by the jurisdiction where the speaking engagement is to take place, the Purchaser shall be wholly responsible for all such taxes and expenses in addition to any other payment due under the terms of this agreement. Notwithstanding the preceding sentence, each party shall be responsible for their own income taxes.
7. No additional appearances or activities shall be expected of the Speaker unless expressly contained as a part of this Contract or agreed to later in writing.
8. It is understood that the Speaker is an independent contractor and therefore the Speaker assumes all responsibility for withholding tax, social security, state tax, public liability, and workman's compensation insurance. As an independent contractor, the Speaker shall have exclusive control over the means, method and details of fulfilling the obligations stated above.
9. This instrument sets forth the entire agreement between Convention Connection, the Purchaser, and the Speaker. This agreement may not be changed, modified, waived, or discharged in whole or in part except by an instrument in writing signed by the parties hereto.
10. The representative of the Purchaser in signing this agreement warrants that he/she signs as a duly authorized representative of the Purchaser.
11. This Agreement shall be governed by, construed in accordance with, the laws of the state of California.
12. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial or other Arbitration Rules, including the Emergency Interim Relief Procedures, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
13. The speaker/event may not be publicized until this agreement is signed and returned along with the required payment.



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(800) 443-9979 www.conventionconnection.net

SPEAKER AGREEMENT

On July 26, 2021;

CA SOCIETY MUNICIPAL FINANCIAL OFFICERS, hereinafter referred to as PURCHASER, and **Marques Ogden**, hereinafter referred to as SPEAKER, agree to the following terms and the Additional Conditions on the following page:

SPEAKER agrees to deliver, in a professional manner a Keynote address:

- Title: TBD
- Date: Friday: 02/18/2022
- Function: CSMFO Annual Conference
- Site: Town and Country Hotel in San Diego
- Address: 500 Hotel Circle N
San Diego, CA
- Phone: (619) 291-7131
- Time: TBD- AM
- Length: 45-60 minutes
- Arrive: Thursday: 02/17/2022
- Accommodations: Town and Country Hotel in San Diego
500 Hotel Circle

PURCHASER, for services of SPEAKER, agrees to compensate an honorarium of:

- Fee: \$10,000 + travel + hotel and reasonable meals
- Deposit of: \$5,000.00
- Payable to: **CONENT., INC. dba CONVENTION CONNECTION**
- Date due: 08/09/2021
- Balance: \$5,000.00
- Payable to: ConEnt, Inc.
- Date due: 02/04/2022

Expenses for the Speaker will include airfare and any other transportation charges and expenditures, local lodging and reasonable meals, taxicab or limousine fares, and any other expenses made necessary by the Speaker's trip to, presence in, or trip from the city in which program is presented, unless otherwise noted. Purchaser will be invoiced for expenses following the event. Hotel expenses and meals to be put on Purchaser's master account.

TAXES: Please be aware that some states deduct taxes for non-residents. If they do, the taxes will be deducted from your honorarium. Please consult your tax advisor but our experience suggests that most taxes are recoverable.

Purchaser must not record presentation without prior authorization.

Is product sale by the speaker permissible? _____.

All correspondence to SPEAKER must be addressed to CONVENTION CONNECTION.

SITE CONTACT: David Cain

DRESS CODE: Business

NUMBER OF ATTENDEES: 1200

PROFILE OF GROUP: conference call requested

REMARKS:

PHONE NUMBERS OF:

Purchaser: (714) 593-4501

Speaker's Office:

Client Executive: Kiela Hine

Cell Phone: (714) 270-6840

Cell Phone: (919) 995-2266

Cell Phone: (310) 721-4631

Email: davidcain.govfinance@gmail.com

Email: marques_ogden@yahoo.com

Email: kiela@conventionconnection.net

To confirm this contract, please sign and return a copy of this agreement via email. The deposit is due on or before DEPOSIT DUE DATE. A fully executed copy will be returned to you.

Agreed and Accepted
Ms. Melissa Manchester, Executive Director

Agreed and Accepted
Marques Ogden

Date: _____

Date: _____

Additional Conditions of the Agreement

1. **Cancellation Policy:** As this Agreement removes the Speaker from the marketplace on the date(s) agreed upon, the following charges will apply: the part of the agreed upon fee as provided on Page 1 of this Agreement. The full fee is due if Speaker is cancelled at any time after the contract is fully executed.
2. Notwithstanding any other provision of this agreement, in the event that the performance of any obligation under this Agreement by a party is prevented due to acts of God, exchange controls, export or import controls or any other government restriction, wars, pandemic, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, lockouts, or any other cause beyond the reasonable control of a party, such party shall not be responsible to the other parties for a failure or delay in performance of its obligations under this agreement. Each party shall promptly notify the other parties of such force majeure condition. The terms of this clause shall not exempt, but merely suspend, any party from its duty to perform the obligations under this Agreement until as soon as practicable after a force majeure condition ceases to exist.
3. In the event the Speaker must cancel due to transportation problems beyond the control of the Speaker, illness, unforeseen emergency, or overriding professional responsibility, neither Speaker nor Convention Connection will have any liability for the expenses or losses incurred by the Purchaser. Convention Connection will attempt to provide a comparable Speaker who is acceptable to the Purchaser. Convention Connection agrees to refund the Purchaser, within 30 days, any deposits received from the Purchaser in the event the Speaker cancels the contract and Convention Connection cannot provide a comparable Speaker who is acceptable to the Purchaser.
4. **Copyrighted Work:** Any of the following copyrighted materials are governed by the terms of this agreement: all training units, components, systems, workshops, training procedures, participant materials and other material in print and other media and services collectively referred to as ("Materials"), ordered by the Purchaser and accepted by Convention Connection on and after the date of this agreement. It is understood that the Speaker's presentation may not be audio taped, video taped or broadcast without written permission from the Speaker or Convention Connection.
5. **Facility:** Purchaser agrees to provide an acceptable and licensed facility for the event, in good condition, together with all necessary stage accessories, properties and AV requirements.
6. **Taxes:** In the event that there are any sales taxes, admission taxes, user fees or other charges, taxes or fees of any kind levied by the jurisdiction where the speaking engagement is to take place, the Purchaser shall be wholly responsible for all such taxes and expenses in addition to any other payment due under the terms of this agreement. Notwithstanding the preceding sentence, each party shall be responsible for their own income taxes.
7. No additional appearances or activities shall be expected of the Speaker unless expressly contained as a part of this Contract or agreed to later in writing.
8. It is understood that the Speaker is an independent contractor and therefore the Speaker assumes all responsibility for withholding tax, social security, state tax, public liability, and workman's compensation insurance. As an independent contractor, the Speaker shall have exclusive control over the means, method and details of fulfilling the obligations stated above.
9. This instrument sets forth the entire agreement between Convention Connection, the Purchaser, and the Speaker. This agreement may not be changed, modified, waived, or discharged in whole or in part except by an instrument in writing signed by the parties hereto.
10. The representative of the Purchaser in signing this agreement warrants that he/she signs as a duly authorized representative of the Purchaser.
11. This Agreement shall be governed by, construed in accordance with, the laws of the state of California.
12. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial or other Arbitration Rules, including the Emergency Interim Relief Procedures, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
13. The speaker/event may not be publicized until this agreement is signed and returned along with the required payment.



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18133 Coastline Dr., #A3. Malibu, CA 90265
(800) 443-9979 www.conventionconnection.net

SPEAKER AGREEMENT

On July 26, 2021;

CA SOCIETY MUNICIPAL FINANCIAL OFFICERS, hereinafter referred to as PURCHASER, and **BEN NEMTIN**, hereinafter referred to as SPEAKER, agree to the following terms and the Additional Conditions on the following page:

SPEAKER agrees to deliver, in a professional manner a Keynote address:

- Title: TBD
- Date: Wednesday: 02/16/2022
- Function: CSMFO Annual Conference
- Site: Town and Country Hotel in San Diego
- Address: 500 Hotel Circle N
San Diego, CA
- Phone: (619) 291-7131
- Time: 10:45 am
- Length: 45-60 minutes
- Arrive: Tuesday:02/15/2022
- Accommodations: Town and Country Hotel in San Diego
500 Hotel Circle

PURCHASER, for services of SPEAKER, agrees to compensate an honorarium of:

- Fee: \$25,000.00 + hotel and reasonable meals
- Deposit of: \$12,500.00
- Payable to: **CONENT., INC. dba CONVENTION CONNECTION**
- Date due: 08/09/2021
- Balance: \$12,500.00
- Payable to: ConEnt, Inc.
- Date due: 02/02/2022

Expenses for the Speaker will include, local lodging and reasonable meals, and any other expenses made necessary by the Speaker's trip to, presence in, or trip from the city in which program is presented, unless otherwise noted. Purchaser will be invoiced for expenses following the event. Hotel expenses and meals to be put on Purchaser's master account.

TAXES: Please be aware that some states deduct taxes for non-residents. If they do, the taxes will be deducted from your honorarium. Please consult your tax advisor but our experience suggests that most taxes are recoverable.

Purchaser must not record presentation without prior authorization.

Is product sale by the speaker permissible? _____.

All correspondence to SPEAKER must be addressed to CONVENTION CONNECTION.

SITE CONTACT: David Cain

DRESS CODE: Business

NUMBER OF ATTENDEES: 1200

PROFILE OF GROUP: conference call requested

REMARKS:

PHONE NUMBERS OF:

Purchaser: (714)593-4501

Speaker's Office:

Client Executive: Kiela Hine

Cell Phone: (714)270-6840

Cell Phone: (818)618-0534

Cell Phone: (310)721-4631

Email: davidcain.govfinance@gmail.com

Email: b@bennemtin.com

Email: kiela@conventionconnection.net

To confirm this contract, please sign and return a copy of this agreement via email. The deposit is due on or before DEPOSIT DUE DATE. A fully executed copy will be returned to you.

Agreed and Accepted
Ms. Melissa Manchester, Executive Director

Agreed and Accepted
BEN NEMTIN

Date: _____

Date: _____

Additional Conditions of the Agreement

1. **Cancellation Policy:** As this Agreement removes the Speaker from the marketplace on the date(s) agreed upon, the following charges will apply: the part of the agreed upon fee as provided on Page 1 of this Agreement. The full fee is due if Speaker is cancelled at any time after the contract is fully executed.
2. Notwithstanding any other provision of this agreement, in the event that the performance of any obligation under this Agreement by a party is prevented due to acts of God, exchange controls, export or import controls or any other government restriction, wars, pandemic, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, lockouts, or any other cause beyond the reasonable control of a party, such party shall not be responsible to the other parties for a failure or delay in performance of its obligations under this agreement. Each party shall promptly notify the other parties of such force majeure condition. The terms of this clause shall not exempt, but merely suspend, any party from its duty to perform the obligations under this Agreement until as soon as practicable after a force majeure condition ceases to exist.
3. In the event the Speaker must cancel due to transportation problems beyond the control of the Speaker, illness, unforeseen emergency, or overriding professional responsibility, neither Speaker nor Convention Connection will have any liability for the expenses or losses incurred by the Purchaser. Convention Connection will attempt to provide a comparable Speaker who is acceptable to the Purchaser. Convention Connection agrees to refund the Purchaser, within 30 days, any deposits received from the Purchaser in the event the Speaker cancels the contract and Convention Connection cannot provide a comparable Speaker who is acceptable to the Purchaser.
4. **Copyrighted Work:** Any of the following copyrighted materials are governed by the terms of this agreement: all training units, components, systems, workshops, training procedures, participant materials and other material in print and other media and services collectively referred to as ("Materials"), ordered by the Purchaser and accepted by Convention Connection on and after the date of this agreement. It is understood that the Speaker's presentation may not be audio taped, video taped or broadcast without written permission from the Speaker or Convention Connection.
5. **Facility:** Purchaser agrees to provide an acceptable and licensed facility for the event, in good condition, together with all necessary stage accessories, properties and AV requirements.
6. **Taxes:** In the event that there are any sales taxes, admission taxes, user fees or other charges, taxes or fees of any kind levied by the jurisdiction where the speaking engagement is to take place, the Purchaser shall be wholly responsible for all such taxes and expenses in addition to any other payment due under the terms of this agreement. Notwithstanding the preceding sentence, each party shall be responsible for their own income taxes.
7. No additional appearances or activities shall be expected of the Speaker unless expressly contained as a part of this Contract or agreed to later in writing.
8. It is understood that the Speaker is an independent contractor and therefore the Speaker assumes all responsibility for withholding tax, social security, state tax, public liability, and workman's compensation insurance. As an independent contractor, the Speaker shall have exclusive control over the means, method and details of fulfilling the obligations stated above.
9. This instrument sets forth the entire agreement between Convention Connection, the Purchaser, and the Speaker. This agreement may not be changed, modified, waived, or discharged in whole or in part except by an instrument in writing signed by the parties hereto.
10. The representative of the Purchaser in signing this agreement warrants that he/she signs as a duly authorized representative of the Purchaser.
11. This Agreement shall be governed by, construed in accordance with, the laws of the state of California.
12. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial or other Arbitration Rules, including the Emergency Interim Relief Procedures, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
13. The speaker/event may not be publicized until this agreement is signed and returned along with the required payment.

Additional Purchase within Existing Agreement

Customer: California Society Of Municipal Finance Officers		Cvent, Inc.		
Billing Address: 700 R Street, Suite 200 Sacramento, CA 95811		1765 Greensboro Station Place, 7th Floor Tysons Corner, VA 22102 Billing Dept. Phone: 703.226.3522 Billing Dept. Email: Receivables@cvent.com		
Event: California Society Of Municipal Finance Officers 2021 Dates: February 16-19, 2021 Venue: San Jose Convention Center Address: 150 West San Carlos Street Number of Attendees: 1800 Number of Exhibitors: NA				Total Fees: USD -33,680.00
Software:	Quantity	Unit Rate	Discount Unit Rate	Price
OnArrival 360 - Onsite Solutions	1	USD -3,500.00	USD -3,000.00	USD -3,000.00
Advanced Printing	- 1	USD -750.00	USD 0.00	USD 0.00
TOTAL ANNUAL PRICE in USD				USD -3,000.00
Equipment:	Quantity	Unit Rate	Discount Unit Rate	Price
Check-in Kiosk (iPad)	- 7	USD -250.00	USD 200.00	USD -1,400.00
Paper RFID Printer	- 4	USD -650.00	USD 520.00	USD -2,080.00
Networking and Equipment	- 1	USD -300.00	USD 240.00	USD -240.00
RFID 6' entry (Over Head)	- 8	USD -750.00	USD 600.00	USD -4,800.00
RFID 12' entry (Over Head)	- 1	USD -950.00	USD 760.00	USD -760.00
TOTAL ANNUAL PRICE in USD				USD -9,280.00
Supplies:	Quantity	Unit Rate	Discount Unit Rate	Price
Paper RFID (Paper Only)	- 2,500	USD -2.25	USD 1.80	USD -4,500.00
Plate Charge	- 1	USD -350.00	USD 0.00	USD 0.00
Badge Holder - Customer Provided	- 2,500	USD 0.00		USD 0.00

Lanyard - Customer Provided	- 2,500	USD 0.00		USD 0.00
Die Cut Charges	- 1	USD 425.00	USD 340.00	USD -340.00
TOTAL ANNUAL PRICE in USD				USD -4,840.00

Support and Services:	Quantity	Unit Rate	Discount Unit Rate	Price
Onsite Support Staff	- 2	USD 4,500.00	USD 3,600.00	USD -7,200.00
Onsite Project Coordinator	- 1	USD 4,500.00	USD 3,600.00	USD -3,600.00
Per Diem	- 3	USD 600.00		USD -1,800.00
Shipping & Freight Costs	- 1	USD 2,000.00	USD 1,920.00	USD -1,920.00
Travel Expenses	- 3	USD 850.00	USD 680.00	USD -2,040.00
Hotel - Customer Provided	- 3	USD 0.00		USD 0.00
TOTAL ANNUAL PRICE in USD				USD -16,560.00

Event: California Society Of Municipal Finance Officers 2023

Dates: January 30 to February 3, 2023

Venue: **Sacramento Convention Center**

Address: 1400 J St, Sacramento, CA 95814

Number of Attendees: 1800

Number of Exhibitors: NA

Total Fees: USD 34,180.00

Software:	Quantity	Unit Rate	Discount Unit Rate	Price
OnArrival 360 - Onsite Solutions	1	USD 3,500.00		USD 3,500.00
Advanced Printing	1	USD 750.00	USD 0.00	USD 0.00
TOTAL ANNUAL PRICE in USD				USD 3,500.00

Equipment:	Quantity	Unit Rate	Discount Unit Rate	Price
Check-in Kiosk (iPad)	7	USD 250.00	USD 200.00	USD 1,400.00
Paper RFID Printer	4	USD 650.00	USD 520.00	USD 2,080.00
Networking and Equipment	1	USD 300.00	USD 240.00	USD 240.00
RFID 6' entry (Over Head)	8	USD 750.00	USD 600.00	USD 4,800.00
RFID 12' entry (Over Head)	1	USD 950.00	USD 760.00	USD 760.00
TOTAL ANNUAL PRICE in USD				USD 9,280.00

Supplies:	Quantity	Unit Rate	Discount Unit Rate	Price
OnArrival 360 - Standard	1	USD 0.00		USD 0.00
Plate Charge	1	USD 350.00	USD 0.00	USD 0.00
Badge Holder - Customer Provided	2,500	USD 0.00		USD 0.00
Lanyard - Customer Provided	2,500	USD 0.00		USD 0.00
Die Cut Charges	1	USD 425.00	USD 340.00	USD 340.00
RFID Paper Badge - Mono, 4x3 UHF, Blank, Single Sided	2,500	USD 2.25	USD 1.80	USD 4,500.00
TOTAL ANNUAL PRICE in USD				USD 4,840.00

Support and Services:	Quantity	Unit Rate	Discount Unit Rate	Price
Onsite Support Staff	2	USD 4,500.00	USD 3,600.00	USD 7,200.00
Per Diem	3	USD 600.00		USD 1,800.00

Shipping & Freight Costs	1	USD 1,920.00		USD 1,920.00
Travel Expenses	3	USD 850.00	USD 680.00	USD 2,040.00
Hotel - Customer Provided	3	USD 0.00		USD 0.00
Onsite Support Staff	1	USD 4,500.00	USD 3,600.00	USD 3,600.00
TOTAL ANNUAL PRICE in USD				USD 16,560.00

Services

Contract Term: The term is 1/6/2021 to 8/20/2023. Except as herein provided, the terms of the original Agreement remain the same and there is no impact on fees or services agreed upon to date.

- YEAR 2: 1/6/2021 to 8/20/2021
- YEAR 3: 8/21/2021 to 8/20/2022
- YEAR 4: 8/21/2022 to 8/20/2023

Service Terms: Cvent's products and services listed in this Order Form are subject to the applicable Terms of Use located on the Cvent website at <http://www.cvent.com/en/product-terms-of-use.shtml>.

Payment Terms

Annual Upfront by Invoice; Payment due Net 30 from Invoice Date.

Tax/VAT/GST/ABN ID #:

Purchase Order #:

Price does not include sales tax or any other applicable taxes.

You will be required to input credit card details upon login to the Cvent system.

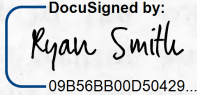
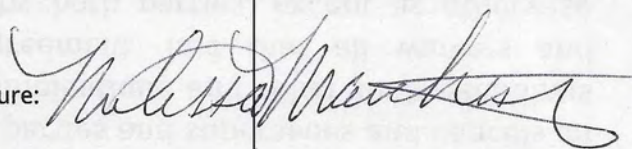
Please note: The credit card will be used only if payment by credit card has been selected on this agreement OR if any invoice is greater than 60 days overdue.

Additional Terms

If in the course of providing Services pursuant to this Agreement travel is required of Cvent personnel, Customer shall at its expense provide Cvent personnel with accommodations in a hotel having a star rating of 4 or higher on a single occupancy basis, within a radius of 2 miles from the venue of the event. If such hotel is not available, Customer shall provide hotel accommodations which adhere to Cvent's health and safety requirements. If these requirements are not met, then Cvent may arrange for its own hotel accommodations in accordance with Cvent's travel policy and Customer shall reimburse Cvent for such costs within thirty (30) days of the date of the applicable invoice.

CSMFO 2021: Invoice #4110005647 in the amount of \$17,493.05 was paid on 10/9/2020 for the same amount. This represents 50% of the contract term fee for the CSMFO 2021 event. Due to CSMFO 2021 going virtual this year, these payments will be put to the fees for CSMFO 2022.

Billing Contact Details:	Billing Address:	Service Address:
Name: Teri Anticevich	Street: 700 R Street, Suite 200	Street: 700 R Street, Suite 200
Title:	City: Sacramento	City: Sacramento
Email: teri@meeting-management.com	State: CA	State: CA
Phone: +19162311312	Zip Code: 95811	Zip Code: 95811
	Country: US	Country: US

Cvent Signatory	Customer Signatory
Name: Ryan Smith	Name: Melissa Manchester
Title: Account Manager, Third Party Partnerships	Title: Executive Director
Email: r.smith@cvent.com	Email: melissa.dixon@staff.csmfo.org
Phone:	Phone: +19162312137
Signature: 	Signature: 
Date Signed: 13-Jan-2021	Date Signed: 1/12/21



HOME

Quote for 02.16-02.18.22 CSMFO Headshots

Notes

for staff of photographer, 1 assistant and onsite reservation manager

☐ I accept this quote as request to secure staffing and i understand that this [reservation is subject to cancellation fees](#). A 5% last minute staffing surcharge of \$370.05 will be applied if this quote is not accepted by 02/09/2022.

Name: Marisa Anticevich Accept Quote

THIS REPRESENTS A QUOTE FOR PROPOSED SERVICES AND IS NOT A VALID INVOICE FOR WORK.

Once accepted, you will receive a invoice along with contract terms. This quote expires on **10/31/2021** and prices are subject to change if accepted after that date.

On-Location Headshot On-location headshot session for approx 10-15 min per person. Session includes on-location studio setup, photographer and assistant (if needed), onsite proofing and delivery of proofing gallery within five (5) days of the session. Choice of one (1) retouched image per person delivered in high resolution digital format.

QTY	NAME	DESCRIPTION	PRICE
1.00	3001 - Headshot Booth Bundle	High speed headshot station with max 20 subjects per hour	\$0.00
12.00	7901 - On Location	On location headshot coverage per hour. Includes cost of lighting set up,	\$2838.60

57

	Headshot/Portrait - per hour with photographer/assistant	standard/seamless/pop-up backdrop, 1 photographer and 1 assistant, licensing and proofing gallery.	
2.00	6030 - Realtime image sharing/selection with automatic keywording - per kiosk/day/station	Real time image sharing via our ipad/computer kiosk with automatic keywording of sharing info (email only unless additional survey included) for headshot stations and other booth/shoot application. Allows each guest to review their images images can be categorized using their email address.	\$0.00
1.00	8056 - Standard Branding - Orange + Client	Included standard branding on prints and/or digital sharing assets. Standard includes both Orange branding and client logo with mock up and 1 revision.	\$0.00
12.00	8221 - Premium Licensing Package per hour of coverage	Includes licensing granted by our standard licensing package as well as commercial application (paid advertisements). Extends licensing usage to end users of contracting party.	\$405.00
2.00	6017 - Dedicated WiFi Service Per Day/Station	Orange-provided Wifi service for booth and onsite set up applications. Required for all events with social media/email sharing. Venue wireless/hardline can not be used due to firewall restrictions.	\$180.00
1.00	1005 - Day of Set up Headshots/Booth Experiences	Day of event set up for headshots/photo booth experiences. We set up typically 90 minutes before the start of the event. Additional fees apply for day prior or set ups more than 2 hours ahead of start time.	\$0.00
12.00	8032 - Staff per hour	Staff per hour for Events, portraits or headshots	\$896.40
1.00	6020 - Onsite Reservation Service	Reservation service includes simple onsite reservation interface. Includes custom branding of email message and reservation message (level 1). Does not include additional Ipad/tablet or staffing costs	\$315.00
12.00	7910 - Full-Serve Headshot post production-per coverage hour	Images are made available immediately after session for review by guests, who can email themselves unretouched images. Selection made by guest from kiosk, or made by staff with 1 retouched image per person provided 72 hours after selection	\$2241.00
		On-Location Headshot NET TOTAL	\$6876.00

Travel

Travel bundle provides a ballpark travel estimate and is subject to change based on booking date.

Estimates reflect a month advance booking of travel arrangement and will increase if package is booked in a shorter time frame. Includes per diem per staff, including work and travel days, lodging per room, per night (max 2 staff per room), transportation costs per day for gear transport, Airfare per staff and additional shipping costs for appropriate gear.

QTY	NAME	DESCRIPTION	PRICE
1.00	8886 - Travel Expenses Bundle	General Travel Expenses for out of town events to be combined with service/coverage bundles.	\$0.00
2.00	8078 - Per Diem Travel Expenses Per Staff	Includes meals/daily expenses, billed per day	\$150.00
2.00	8256 - Lodging Travel Expenses per night, per room	Lodging Travel Expenses	\$375.00
Travel NET TOTAL			\$525.00

This quote represents a 2.5% cash payment discount of \$185.02.

NET TOTAL \$7401.00

Terms & Conditions

Custom arrangements, fabrications and special orders cannot be guaranteed if booking date is within 2 weeks of event date. Additional fees may apply based on booking date for custom arrangements.

NOTES

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A Proposal and Description of Services For:



California Society of Municipal Finance Officers

**February 16 – 18, 2022
Town and Country Resort
San Diego, CA**

**February 2023
Sacramento Convention Center
Sacramento, CA**

**Submitted December 21, 2020 to:
Teri Anticevich, CMP
CSMFO**

**Submitted by:
Mike Grim
TriCord Tradeshow Services
(831)883-8600
mike@tricord.net**

TRICORD MANAGEMENT, LLC • TRICORD TRADESHOW SERVICES, INC.
ELECTRICAL CONTRACTORS LICENSE #805511
738 NEESON ROAD MARINA, CA 93933
PHONE: (831)883-8600 FAX: (831)883-8686

Show Management Services and Equipment

Booth Equipment

TriCord Tradeshow Services will provide booth equipment in your choice of colors from our standard inventory. The following are the booth package options for CSMFO.

Each booth will be provided with the following

Quantity	Description	Includes	Cost
100 +/-	8' x 10' Booth Package	8' high back wall drape 3' high side rail drape 7" x 44" Identification Sign One 6 foot skirted table Two side chairs wastebasket	\$ 65 per booth
22 +/-	Tabletop Packages	8' high back wall drape 7" x 44" identification Sign One 6 foot skirted table Two side chairs wastebasket	\$ 55 per tabletop

Drape and table skirts will be furnished in the color(s) you select from the charts below.
(You may select drape in one solid or a multi-color combination.)

DRAPE COLORS

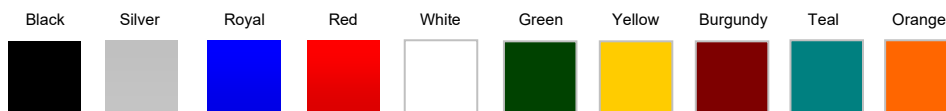


TABLE SKIRT COLORS



Registration Area

TriCord Tradeshow Services will provide an attractive and functional registration area complete with modular registration units with illuminated sign headers and standard furnishings

Quantity	Description	Includes	Cost
4	Registration Kiosks	Custom Header	no cost
As needed	Chairs, Wastebaskets		no cost
As needed	Work Tables		no cost

Custom Color Kick Panels are available at the cost of \$100 each.

If Registration is dismantled and picked up Friday at 12pm at the additional cost of \$480.

Discounts for Show Management

Any additional furnishings, electrical, material handling and labor required by CSMFO for their own use will be discounted from the current published rates as follows. Please note these discounts do not apply to materials and services ordered by Show Management for use by exhibitors.

Quantity	Description	Includes	Discount
As needed	Standard Furnishings	Installation and removal	50% Discount on published rates
As needed	Custom Furnishings	Installation and removal	25% Discount on published rates
As needed	Material Handling	Delivery and re-forwarding	25% Discount on published rates

TriCord will provide CSMFO with 3000# of show management material handling at no cost.

TriCord will provide CSMFO with a Custom Association Booth including graphics, 3 Bistro Tables and 6 Bar Stools at a 50% discount for a total cost of \$2425. If a more custom booth is needed the price will be determined with a 50% discount.

Stock Furniture for the Lounge will be invoiced at the 50% discount and Custom Furniture for the Lounge will be discounted at 25%, not to exceed \$1000.

TriCord will provide CSMFO with a Charging Station and full graphics at the cost of \$250.

Masking Drape

TriCord Tradeshow Services will provide the required amount of drapery in show colors for perimeter areas or to mask storage areas, unsightly portions of the exhibit hall, and other areas deemed necessary by show management. The initial 100' will be provided at no charge

Quantity	Description	Includes	Cost
As needed	3' High Drape	Installation and removal	\$2.00 per linear ft.
As needed	8' High Drape	Installation and removal	\$3.00 per linear ft.

Marking Exhibit Hall Floor

TriCord Tradeshow Services will provide labor and equipment to lay out the exhibit floor in accordance with the final Fire Marshall approved floor plan. Open areas will be properly measured and marked. no cost

Electrical

Town and Country provides the electrical service for the exhibit hall, TriCord will include their order form in the exhibitor kit.

Signage/Entrance Unit

TriCord Tradeshow Services is prepared to meet your every sign need. We can help you to plan a special look or theme and incorporate this artwork into your event. All signs and graphics will be provided to show management at the discounted rates listed below. All discounts are based upon receipt of ready-to-print digital images at least 10 days prior to move-in.

Quantity	Description	Includes	Cost
As needed	Meter Boards/Directional Signs	Stand alone 3' x 8' graphic w/ base	\$250/single Sided \$350/double Sided
Entrance Unit	Standard Two Towers with 3 Meter Header	Graphics and Structure Labor to install and removal	will advise
As needed	All additional signage	mounted to foam core	\$10/square foot

*To qualify for the discount all signage must be submitted and approved within 10 days of the set up or the full price of \$14 per square foot will apply.

TriCord will provide three single sided meter boards at no cost or a \$500 discount off of an entrance unit structure to CSMFO.

TriCord will provide an overhead entrance unit complete with graphics. There is no cost for the structure and the labor to set up and dismantle. The cost for the graphics are \$10 per square foot. Not to exceed \$3000.

Floor Plan

Floor plans are the roadmap of your show. To guarantee the safety of show management, your exhibitors and your attendees, **TriCord Tradeshow Services** follows an approval process that starts with you and concludes with a Fire Marshall approved floor plan. All floor plans should have Fire Marshall approval prior to selling your booth spaces.

A STAGED APPROVAL PROCESS

1. Show Management - Initial approval is yours. **TriCord Tradeshow Services** will provide you with a floor plan based on your objectives and appropriate for the scope of your show.
2. Facility - A floor plan, which has been approved by you, is provided to the facility. Providing the facility with this information allows them to better understand your needs.
3. Fire Marshall - The final approval for safety is performed by the local Fire Marshal. Once this approval has been received, show management can then sell booth spaces knowing that the floor plan adheres to current fire safety regulations.

Quantity	Description	Includes	Cost
As needed	Floor Plan design	Drafting and revisions	no cost

Event Schedule

It is our understanding the following schedule applies to this show. Please keep us apprised of any schedule changes as they occur.

2022 Schedule

Will Advise

TriCord move-in:

Exhibitor move-in:

Show Hours:

Exhibitor move-out:

TriCord move-out:

Registration move-out:

Janitorial Services

In the event the conference facility does not provide a janitorial service to clean the exhibit aisles and booth spaces within the exhibit hall itself, both before the exhibits officially open and after the exhibit area has concluded and move out, TriCord will arrange to have cleaning services provided.

Quantity	Description	Includes	Cost
Variable	Cleaning	Vacuuming and trash removal Pre/post show and daily maintenance of aisle carpet Exhibit Hall and Registration Areas Exhibitors may order booth cleaning through the exhibitor kit	\$45/man hour

Exhibitor Services

TriCord Tradeshow Services will provide all exhibitor services in the exhibit hall including but not limited to: booth equipment, rental furnishings, electrical distribution, freight and material handling, labor, custom display rentals and sign producing and hanging capabilities.

Exhibitor Service Kits

The exhibitor service kit contains the necessary information and order forms for exhibitors. In the service manual exhibitors will find order forms for the general service contractor, the facility, and any ancillary services that may apply. These service kits will be transmitted electronically. In order to better serve your exhibitors, we will request a complete exhibitor contact list so that we can notify exhibitors regarding this process. Typically, discount pricing is offered to those exhibitors ordering 10 – 14 days before the show.

On-Site Service Center

TriCord Tradeshow Services will establish an exhibitor service center on site to facilitate all exhibitor requests. It will be staffed by **TriCord** personnel during set-up, move in and move out. This center will serve as the focal point for all exhibit related services.

Freight & Logistic Services

Exhibitor Freight, **TriCord Tradeshow Services** will provide complete freight handling services to include the following:

- Receive and store freight (30) days prior to move in/set up date.
- Receive direct shipments to the facility.
- Deliver shipments to exhibit booth.
- Remove and return empty containers
- Re-forward outbound shipments at the conclusion of the show.

TriCord will provide Material Handling to the exhibitors at the following rates:

Advanced Shipments to the Warehouse, \$80 per cwt. with a 200# minimum

Direct Shipments to the Showsite, \$80 per cwt. with a 200# minimum

Special Handling and Overtime charges will be \$22 per cwt. with a 200# minimum.

TriCord will offer cartload service for exhibitors in a POV at \$60 per trip under 200#

TriCord will provide a small package delivery fee for small shipments direct to the Show site at \$35 per package.

Terms and Conditions

TriCord Tradeshow Services presents this proposal to **CSMFO** with the intent to enter into an agreement between the parties in order to have **TriCord Tradeshow Services** act as the general contractor servicing the show described in this proposal. **TriCord Tradeshow Services** presents the following Terms and Conditions and rates for providing such services and equipment for **CSMFO** for 2022 and 2023.

1. EXCLUSIVITY

Safety and control considerations require, to the extent not restricted by law or the rules of the facility, that TriCord Tradeshow Services be the exclusive on-site contractor to process, collect and receive all exhibitor orders for services and equipment, to perform and provide all those services and equipment described in the above proposal. Client authorizes TriCord Tradeshow Services to enforce its policy to prohibit any EAC (Exhibitor Appointed Contractor) from working at the show unless the exhibitor seeking to use the EAC delivers to TriCord Tradeshow Services (i) notice at least 10 days prior to the show move in date of the use of the EAC, and (ii) a Certificate of Insurance evidencing that the EAC has the minimum insurance coverage (specified in Section 2 below) and has named TriCord Tradeshow Services as an additional insured on its policies, excluding worker's compensation insurance.

2. INSURANCE

TriCord Tradeshow Services agrees to furnish each local facility with a certificate of insurance evidencing the following coverage in effect during the period of the contract:

Commercial General Liability insurance with limits no less than \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage. Coverage shall apply to Products and Completed Operations, Contractual Liability, Premises and Operations, and Personal Injury.

Commercial Automobile Liability insurance with limits no less than \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage, including coverage for owned, non-owned and hired vehicles including loading and unloading operations.

Worker's Compensation insurance in accordance with applicable laws relating to worker's compensation with respect to all employees and Employer Liability coverage with limits not less than \$1,000,000 each accident.

3. PAYMENT

TriCord requires no deposit prior to the event.

The balance of charges is due within 30 days of the final invoice.

4. INDEMNITIES

If any negligent or wrongful act or omission of a party, its employees or agents occurs in such party's performance hereof and causes or results in property damage or destruction or injury to or death of persons, then, such party shall indemnify and hold harmless the other party, its directors, employees and agents against and from any liability for any damages, costs and expenses (including reasonable attorney's fees) resulting there from.

5. FORCE MAJEURE

Except as otherwise provided herein, performance of this Agreement by either party is subject to acts of God, war, terrorism, governmental regulations, disasters, fire, strikes or work stoppages, civil disorder, pandemic, curtailment of transportation facilities, or other similar causes beyond the control of parties making inadvisable, illegal, or impossible to hold the event or to provide the facility in which the event is being held. If it is necessary to cancel the event due to the above reasons, TriCord shall be compensated for the services as set forth in this proposal which are provided up to and including the date of cancellation, as well as reimbursement for any direct and actual costs incurred by TriCord.

6. CANCELLATION 2021

The 2021 Conference has been cancelled and due to FORCE MAJEURE there are no charges or expenses due to TriCord for any work previously provided for this conference.

6. MODIFICATION

These Terms and Conditions and the provisions of the proposal form the agreement between the parties (collectively, The "Agreement") and may be modified only by an express written agreement signed by the parties. This Agreement contains the entire agreement between the parties regarding the subject matters referred to herein, and shall supersede all prior oral and written agreements between them regarding such matters. If any part of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby unless such invalidity materially impairs the ability of the parties to consummate the transactions contemplated by this Agreement.

By signing below, the parties agree to the Terms and Conditions and the services, equipment and pricing provided in the proposal.

TriCord Tradeshow Services,

Date: _____

By: _____

Name: Mike Grim

California Society of Municipal Officers,

Date: _____

By: _____

Name: Melissa Manchester, Executive Director

TriCord Tradeshow Services

738 Neeson Road
Marina, CA 93933

Date: August 20, 2021
Location: Town and Country Resort
San Diego, Ca

Event: CSMFO 2022

Presented By: Mike Grim
Email: mike@tricord.net
Phone: (831) 883-8600
Cell Phone: (831) 320-8406

Contact:
Phone:
Email:

Schedule

Set Up: February 2022

Tear Down: February 2022

[illegible]



CSMFO Executive Committee

Agenda

August 10, 2021

- Executive Director
 - Ad Hoc recommendation and Board presentation (job description, FTE status, compensation, key tasks)
 - Recruitment
 - Timing
 - Appointing the selection committee
 - Scott Catlett, Rich Lee, Marcus Pimentel
 - Ad Hoc rep
 - 2 from leadership
 - Melissa as advisor
 - Top candidates sent to Board for in-person interviews
- Executive Committee's Plan to Finalize Realignment of Melissa's Duties
 - What will stay with Melissa in the interim?
 - What would be moved to SMA, M&AMS, Harriet
 - Discuss with each and bring any cost proposals to Board
- Annual Planning Session (Oct 10-12)
 - COVID impacts
 - Facilitation
 - Agenda & Events

August Board Agenda Items

- Executive Director Job Description and Salary Range
- Planning Session Budget Request

Hold-Over/Not-Time-Sensitive Items

- GFOA Association Collaboration Debrief (Michigan, Ohio, Colorado, CSMFO, Washington, Oregon)
 - Front porch/coffee chat
 - Association/Commercial Director – position on Board but without ability to be an officer
 - President prerequisite – hold office as Treasurer before Pres-Elect
 - State Department partnerships – formal interactions with state DOF, CalPERS, etc.
 - Have a formal GFOA appointee
 - Michigan's "Day in the Life" video series to promote jobs on college campuses
 - Confirming point – leverage volunteers for strategic leadership and less busy work
 - "Small Agency" committee and/or track topic
 - "Sister Association" invites to the conference—broaden to include new collaborations?



CSMFO BOARD REPORT

DATE: August 20, 2021

FROM: Alberto Preciado
Administration Committee Chair

Subject: Repayment of CSMFO Loan to SMA for Database

Background:

In 2017, the California Society of Municipal Finance Officers (CSMFO) executed Addendum #2 to the professional services agreement with Smith Moore & Associates (SMA) where CSMFO would provide a \$150,000 loan to SMA for the creation of an association management system that SMA would retain. Initial repayment of the loan would be in the form of waived annual increases to the management fees, and waived association management system fees, each from calendar years 2018 to 2021. Paragraph 6 of the addendum estimates that savings from these waivers is be \$106,065.

Paragraph 7 of the addendum stipulates that SMA and CSMFO will jointly determine the terms under which CSMFO will achieve a 10% return on investment as of December 31, 2021. SMA estimates that the remaining balance to achieve that 10% return as of December 31, 2021 is \$64,475.86, once the savings from the waived increases and fees are factored in.

At the June 2021 meeting, the CSMFO Board of Directors (Board) directed the Administration Committee (AC) to begin negotiations with SMA regarding the repayment of the loan balance after December 31, 2021. SMA offered the following two proposals with payments beginning in August 2021 and ending in 2022, and stated a preference for Option 2:

- Option 1: Fifteen (15) monthly payments of \$4,298.39;
- Option 2: Seventeen (17) monthly payments of \$3,792.70.

The fiscal impact of selecting Option 2 would be to delay the receipt of a total \$7,585.40 during the two additional months of payments. The current contract with SMA will expire in April 2022, and the repayment of the loan would extend past that date under both proposed options.

Recommendation:

That the Board:

- Consider the proposed repayment schedules from SMA, and provide direction to the Administration Committee as to the Board's preferred option for the drafting of a promissory note between SMA and the CSMFO to be presented to the Board for approval on the consent calendar of its September 2021 meeting;

OR

- Provide direction on an alternative repayment plan for the Administration Committee to negotiate with SMA.

Attachments:

- Addendum #2 to the Professional Services Agreement between Smith Moore & Associates and the California Society of Municipal Finance Officers
- Proposed Options 1 and 2 for the repayment of the loan to Smith Moore & Associates

**Agreement for Professional Services between
Smith Moore & Associates and
California Society of Municipal Finance Officers**

Amendment #2

1. Original Contract: The original agreement was made and entered into on October 22, 2015 by and between The California Society of Municipal Finance Officers ("CSMFO") and Smith Moore & Associates ("SMA") to provide Management Services and Meeting Planning Services for calendar years 2016, 2017, and 2018, with one-year extension options for years 2019, 2020 and 2021.

2. Amendment #1: Amendment #1 added services to the scope of the original contract, for an additional retainer fee.

3. Existing Fees: The total annual retainer for 2017 is \$193,300, with 3.5% increases scheduled for each subsequent year. The current contract also provides for additional fees and commissions for conference, education and design services. Those terms remain intact.

4. Project: SMA will work with subcontractors to create a new association management system (AMS). Details of the project, including a spec sheet and preliminary timeline, are attached hereto in Exhibit A. Functionality beyond what is detailed in Exhibit A should be discussed and negotiated in subsequent amendments.

5. CSMFO Responsibilities: CSMFO will reimburse SMA for direct subcontractor costs associated with this project, up to \$150,000. CSMFO agrees to enact the three one-year extension options, effectively extending the CSMFO contract with SMA through December 31, 2021.

6. SMA Responsibilities: SMA will provide all necessary staff hours to effectively design and project manage the new AMS. SMA will retain ownership of the AMS upon completion, and may market/sell subscriptions to the new AMS to other organization. SMA agrees to ensure all CSMFO's current needs are met with the new AMS.

In recognition of CSMFO's generosity in funding the project, SMA agrees to waive the 3.5% cost of living adjustments for calendar years 2018, 2019, 2020 and 2021. In addition, SMA agrees to waive any AMS fees for calendar years 2018, 2019, 2020, and 2021. CSMFO currently pays \$750/mo for its AMS. The net savings to CSMFO of these waivers is \$106,065.

7. Future Terms: It is the intent for CSMFO to have saved 110% of its initial investment by the end of this agreement. During calendar year 2021, SMA will discuss with CSMFO any further remuneration that needs to occur in order to achieve 110%. The amount is expected to be approximately \$60,000, but the final amount will depend on the final costs of the subcontractor. SMA may negotiate for the remaining balance to be provided to CSMFO by way of retainer fee reductions on future administrative contracts.

8. Additional Contract Amendments: The fee of \$193,300 for calendar years 2018-2021 is for the existing scope of services. Should the scope of services be adjusted during the term of this agreement, additional fees may be required. SMA reserves the right to utilize these additional fees to further reduce its debt to CSMFO. All such additional fees, whether waived or realized, will be documented in a future amendment.


9. Termination: Should the current contract between CSMFO and SMA be terminated prior to 2021 for any reason, or should CSMFO go elsewhere for management services for 2022 or beyond, all remaining monies due to CSMFO will become due and payable from SMA at the time of contract termination.

10. Remaining Provisions of Agreement: Except as otherwise specifically set forth in this Second Amendment, the remaining provisions of the Agreement shall remain in full force and effect.

EXECUTED:

Smith Moore & Associates

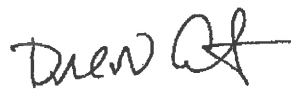
By:



Melissa Dixon
Partner

California Society of Municipal Finance Officers

By:



Drew Corbett
CSMFO President, 2017

Date: 2/21/17

Date: 2/17/17

CSMFO Database Loan				
Option #1 - Additional Payments to reduce costs through October 2022				
64,475.86 Balance at the end of 2021 - Using Current Amortization Schedule				
Year	Month	Monthly Payment		Balance after payment
2021	August	\$	4,298.39	\$ 60,177.47
2021	September	\$	4,298.39	\$ 55,879.08
2021	October	\$	4,298.39	\$ 51,580.69
2021	November	\$	4,298.39	\$ 47,282.30
2021	December	\$	4,298.39	\$ 42,983.91
2022	January	\$	4,298.39	\$ 38,685.52
2022	February	\$	4,298.39	\$ 34,387.13
2022	March	\$	4,298.39	\$ 30,088.73
2022	April	\$	4,298.39	\$ 25,790.34
2022	May	\$	4,298.39	\$ 21,491.95
2022	June	\$	4,298.39	\$ 17,193.56
2022	July	\$	4,298.39	\$ 12,895.17
2022	August	\$	4,298.39	\$ 8,596.78
2022	September	\$	4,298.39	\$ 4,298.39
2022	October	\$	4,298.39	\$ -

CSMFO Database Loan				
Option #2 - Additional Payments to reduce costs through December 2022				
64,475.86 Balance at the end of 2021 - Using Current Amortization Schedule				
Year	Month	Monthly Payment		Balance after payment
2021	August	\$	3,792.70	\$ 60,683.16
2021	September	\$	3,792.70	\$ 56,890.46
2021	October	\$	3,792.70	\$ 53,097.77
2021	November	\$	3,792.70	\$ 49,305.07
2021	December	\$	3,792.70	\$ 45,512.37
2022	January	\$	3,792.70	\$ 41,719.67
2022	February	\$	3,792.70	\$ 37,926.98
2022	March	\$	3,792.70	\$ 34,134.28
2022	April	\$	3,792.70	\$ 30,341.58
2022	May	\$	3,792.70	\$ 26,548.88
2022	June	\$	3,792.70	\$ 22,756.19
2022	July	\$	3,792.70	\$ 18,963.49
2022	August	\$	3,792.70	\$ 15,170.79
2022	September	\$	3,792.70	\$ 11,378.09
2022	October	\$	3,792.70	\$ 7,585.40
2022	November	\$	3,792.70	\$ 3,792.70
2022	December	\$	3,792.70	\$ (0.00)



CSMFO BOARD REPORT

DATE: August 26, 2021

FROM: Karan Reid, Program Committee Chair

SUBJECT: 2022 Program Committee Support Services

Background:

CSMFO receives conference planning services to deliver the conference experience our members have come to expect. Harriet Commons is one of the consultants that has provided targeted services for the last three conferences.

Due to the COVID-19 pandemic, the 2021 Annual conference moved to an all-virtual format. One of the themes from the surveys of the participants was that the virtual format allowed more people to attend the annual conference, including those that would not have normally been able to travel to and participate in an in-person conference. As a result, for the 2022 Conference, a virtual component has been added that will follow the Annual Conference by a few weeks.

Analysis:

Although this will be a scaled-down version of what we did for 2021, it will require additional managing and coordination for a successful execution. Harriet's efforts were essential in the delivery of the virtual programming during the 2021 Conference and approval of this amendment would ensure adequate resources are available for a successful 2022 virtual component.

For 2021, Harriet's total contract to support the Program Committee was \$15,420 (\$12,420 as the base amount + \$3,000 for the additional effort related to the transition to virtual, for a total of \$15,420).

For 2022, Harriet's base contract for Program Committee support is \$12,855 and I request an additional \$2,145, or a total contract amount of \$15,000, to compensate Harriet for the additional work involved in adding the program component to the virtual platform, as well as managing those sessions that we wind up recording and making sure the presenters are available and present for the rebroadcast of their sessions.

The small incremental increased cost associated with this request can easily be offset through registration fees for the virtual conference or CSMFO's existing revenue and expense structure.

Recommendation:

That the Board approve an increase in compensation to Harriet Commons for a one-time amount of \$2,145 to support the virtual component of the 2022 Annual Conference.



CSMFO BOARD REPORT

DATE: August 26, 2021

FROM: CSMFO Management Contract Ad Hoc
Margaret Moggia, Chair

Subject: Executive Director Job Description and Path Forward

Recommendation

That the Board:

1. Approve the Executive Director job description and pay range. (Item #1 & 2)
2. Approve Executive Director selection committee composition, scope, and Executive Committee's appointment of those members (Item #3)
3. Accept the revised scope for CPS HR for their role in the executive recruitment search for a total not-to-exceed amount of \$18,000. (Item #4)

Fiscal Impact

Reduction of \$7,000 in the CPS HR contract. The estimated annualized costs of a new Executive Director would range from \$39,000 to \$93,600 per year (based on an annualized part-time workload ranging from 520 to 780 hours) based on the recommended pay range for a contractual arrangement and does not include any credits/adjustments from the SMA agreement.

Background

At the July 22, 2021, Board Meeting, a verbal update was provided to the Board regarding the process on the upcoming Executive Director recruitment. The information shared focused on the part-time nature of the position, the next steps in seeking qualified candidates, finalizing the job description and pay rate, and communicating to the

members about the upcoming change in Executive Director. It was suggested that consideration be given on extending the time with the current Executive Director for specific tasks to ensure a smooth transition.

Based on the feedback from the Board, the Ad Hoc committee has brought forward recommendations to address the following items:

1. Develop an Executive Director job description

In review of similar job descriptions from other state associations, GFOA British Columbia and Association of Women in Water, Energy, and Environment along with CSMFO's leadership input on the strategic direction identified throughout this process, the Ad Hoc was able to develop the attached job description that reflects the strategic activities expected of the new Executive Director, the qualifications, and key essential competencies. The job description has also been reviewed by the Executive Committee, who support the proposed description.

2. Determine a pay range for Executive Director

Based on pay to the current executive director and through separate benchmarking, the Ad Hoc recommends that the job announcement reflect an hourly rate as an independent contractor. It assumes that the rate paid would be the combination of an appropriate hourly rate and an assumption for benefits and other costs that the individual would be required to pay. The Ad Hoc did discuss if the hourly rate versus a fixed retainer was more appropriate and the majority agreed that an hourly rate made the most sense, at least in the initial stages of the relationship, to better facilitate an understanding of the hours that will ultimately be required for this role. Should the Board want to consider a fixed monthly retainer, the Ad Hoc would recommend a six-month period under the hourly rate before moving to the fixed rate. The selected candidate would be requested to bill for their hours with detail as to the specific tasks performed. This will ensure that the Board adequately understands the time commitment that will be required of the executive director given that the specific job duties will likely differ from those of the current executive director.

The Ad Hoc also discussed the possibility that the selected candidate may be considered an employee if the candidate has no other engagements. Should this be the case, determination of an hourly rate and benefits to be offered would be part of the negotiation with the final candidate.

The Ad Hoc recommends the suggested pay rate for an independent contractor to be \$75-\$120 per hour. The ultimate pay rate offered will be dependent on the specific skills and experience of the selected candidate.

3. Recommend to the Executive Committee the minimum scope and composition of individuals to serve on the Executive Director selection committee

The proposed scope of the selection committee is to review the short-list of candidates as presented by the executive recruiter, develop interview questions, modify changes to the job description based on input from the executive recruiter, and present the final candidate(s) for the Board's consideration. The Ad Hoc discussed the composition and size of the selection committee and recommends the following:

Current President-Elect (Scott Catlett) - Chair

Upcoming President-Elect (Rich Lee)

Ad Hoc Committee Member

A Past President

A Committee or Chapter Chair

A Committee or Chapter Chair

The Ad Hoc's recommendation reflects a balanced committee to ensure there is an appropriate mix of individuals who will be working with the new Executive Director through the transition, those individuals who would work directly with the new Executive Director through committee or chapter work, and other individuals who have a good understanding of the services likely to be required of the new executive director. The Ad Hoc also discussed the size of the selection committee and agreed the small size of the group will allow the group to progress through the process more effectively.

The Executive Committee met to discuss the appropriate members to assign to the selection committee, and recommends to the Board that the following appointments be made in addition to Scott Catlett and Rich Lee:

Margaret Moggia – Ad Hoc Committee Member

Steve Heide – Past President

Jennifer Wakeman – Committee Chair

Jason Al-Imam – Committee Chair

In addition to the proposed selection committee members, the Ad Hoc recognized that input from the current Executive Director, Melissa Manchester, and the owner of Smith Moore & Associates, Catherine Smith would be valuable. The Executive Committee also felt that additional operational input from the current President (Marcus Pimentel) and another Past President (John Adams) would be of value given their knowledge of the organization's history, structure, and strategic direction. Their role would be to serve as advisors to the selection committee and to address additional questions with the candidates, including more detailed inquiries about the candidates' approach to managing the day-to-day operations of CSMFO.

4.Revisit the scope with the selected Executive Recruiting firm to determine revised scope based on moving forward with a part-time Executive Director

On June 24, 2021 the Board authorized the President to finalize an agreement with CPS HR with up to a \$25,000 fixed fee. Based on the recent discussions with the Board confirming the part-time nature of the Executive Director, Ad Hoc members met with CPS HR to inquire on the firm's level of a reduced engagement as we pursue a part-time recruitment. CPS HR offers three levels of service, ranging from outreach only to full recruitment services. CPS HR provided CSMFO with a revised scope (see attached) that reflects a hybrid of outreach and full engagement. The hybrid scope allows CSMFO to be able to leverage their services for development of a recruitment brochure, review of the job description, and access to their application portal. In addition, CPS HR's work includes screening all applications, conducting interviews with viable candidates, and conducting an independent assessment to determine a short-list of candidates. Their revised scope for the services outlined above and as reference in the attached document is \$18,000. The previously approved scope included those listed above plus handling logistics for interviews, developing interview questions, and performing background and reference checks. The Ad Hoc noted that these latter steps could be handled by the selection committee and/or the Executive Committee.

While CSMFO does anticipate pulling from our list of CSMFO members and retirees, there may be other viable candidates who may meet our requirements and access to CPS HR's database is seen as an added benefit. The Ad Hoc felt that having an independent assessment of our peers provides us a slate of candidates that will highlight the best candidate for the association.

5.Revisit the timetable for the Executive Director Recruitment based on incorporating the role of the executive recruiting firm

Recruitment Announcement *	September 7
Application Period *	September 7 to September 30
Review Applications to short-list candidates *	By October 22
Short List candidates presented to Committee *	Week of October 25
<hr/>	
Interviews conducted	Early November
Recommend Final Candidate to Board	Mid to Late-November
Executive Committee to finalize contract	December
Onboard new Executive Director	January 2022

* CPS HR scope includes the outreach, application submissions, screening candidate applications, and independent assessment to identify a short-list of candidates.

6.Direct the Executive Committee to review the Executive Director tasks during/after the transition

As part of the process to define scope items to include in the job description, the Ad Hoc received a list of Executive Director tasks from the current Executive Director. Based on the Board's request to review what tasks may be best performed by the current Executive

Director through a transitional contract overlapping the early days of the new Executive Director, the Ad Hoc agreed that recommendations for what tasks should be handled by each party (current Executive Director, new Executive Director, association management company, or other consultants) should be made by the Executive Committee. The Executive Committee has discussed this matter and will meet with existing contractors to bring forward recommendations to the Board on who the responsible party should be during and after the transition and the proposed contract amendments and cost impacts.

Other Comments

In addition to the above tasks, the Executive Committee will work with the current Executive Director to send out a thoughtful announcement about the Executive Director search and thank Melissa Manchester for her years of devoted service to the organization.

Over the upcoming year, the new Executive Director is anticipated to observe and make recommendations to the Board as to a path forward for the organization considering the contracts with the association management company, our education coordinator, and any other subcontracts. The intent is to lay out a path forward over multiple years that will identify the resources needed to support the programs and activities for CSMFO using the most appropriate and cost-effective staff and/or contractors.

Attachments:

- Proposed Executive Director job description, August 2021
- Revised CPS HR scope for part-time recruitment

California Society of Municipal Finance Officers
Job Description: Executive Director
Effective: August 2021

POSITION

Reporting to the Board of Directors, the Executive Director has overall strategic and operational responsibility for the California Society of Municipal Finance Officers (CSMFO) programs, and execution of its mission.

The role is intended to be on a part-time basis (approximate hours per week will range from 15-20 hours) and may vary based on level of activity around certain activities. The Executive Director may evolve into a full-time position at some future point.

Position Summary

The Executive Director is to coordinate strategic planning, provide policy advice to the Board of Directors, and act as the key liaison with external organizations and agencies. The position is also responsible for maintaining, developing, implementing, and evaluating existing and new programs with input from Board and committee leadership; overseeing and coordinating program committees; developing and managing budget; and identifying other resources required for various CSMFO professional development programs and initiatives. This position operates at a high level of independence and requires significant judgment and discretion.

Strategic Activities for the Executive Director

1. Coordinate and assist in the execution of the Board's strategic plan and action plan.
2. Manage the CSMFO contracts such as association management company, conference venues, and other related services.
3. Coordinate web and document management, including but not limited to, leveraging policy/procedure updates with website updates and a structured and secure approach to document management.
4. Streamlining and documenting committee and chapter guidelines and to onboard new volunteers in these activities.
5. Ensure appropriate resources, budget, and coordination are available for all committees such as education and membership activities.
6. Build strategic relationships with key stakeholders from various State of California agencies (CalPERS, Controller's Office, Treasurer's Office) and other associations including Government Finance Officers Association (GFOA), Cal Cities, California Special District Association, California State Association of Counties, California Municipal Treasurer's Association, Government Accounting Standards Board, etc.

7. Assist in the development and coordination of a comprehensive education strategic plan that looks at the various activities that the CSMFO currently provides, from core courses, webinars, and professional standard white papers to develop material and resources that can be used as a base for future use and development. This could certainly be advantageous if the CSMFO is interested in pursuing an addition to the GFOA Certified Public Finance Officer (CPFO) program.
8. Assist in the development and coordination of a comprehensive member outreach strategy. Individual efforts from the CSMFO's volunteer leadership are certainly working, but how can these efforts be maximized and coordinated with the CSMFO's other activities, such as ensuring there is content for the new members that the CSMFO is trying to reach.
9. Coordinate communication of key membership and educational activities, as well as CSMFO News articles and messaging to support these efforts, potentially including social media presence and communication.
10. Engage with committees to identify and ensure the proper use of technology to enhance volunteer and member engagement, including overseeing the learning management system.
11. Work with the President and other officers to ensure that agenda and board report items are ready in a timely manner. Ensure minutes for board meetings are maintained in coordination with the CSMFO's Secretary-Treasurer. Ensure compliance with the CSMFO's bylaws, policies, and procedures.
12. Coordinate recognition of volunteers and ensure that our education and membership activities and awards programs can mutually support each other.

QUALIFICATIONS

Minimum five-years senior leadership experience in non-profit membership service oriented organizations, or local government finance managerial experience, combined with the following:

- Experience in program/project planning, implementation, and evaluation;
- Experience in managing and working with budgets;
- Experience working with and managing volunteers and contractors; and/or
- Knowledge of local government operations and the local government

ESSENTIAL KEY COMPETENCIES

Demonstrated abilities in the following areas:

- Passion for Education: A demonstrated belief in the value of ongoing education, professional development, and self-improvement.
- Building Relationships and Partnerships: Establishing and maintaining working relationships and effective public relations with internal and external stakeholders, including co-workers, members, volunteers, partners, and suppliers. Negotiating and resolving conflict with diplomacy and respect.
- Strategic Orientation: Strong understanding of how the strategic directions and vision are applied to the implementation of programs, initiatives, and activities of the organization; and effectively utilizing resources to meet current and future business goals.
- Fostering Teamwork: Working cooperatively and collaboratively and support the efforts of team members. Ability to work effectively with diverse individuals of varying professional positions.
- Adaptability: Awareness of changing circumstances and having the flexibility to respond to new circumstances while still pursuing overall objectives of organization.
- Independent Decision Making/Judgment: Assessing and analyzing situations objectively and prudently to determine importance and assess risks, and making decisions which are timely, strategic, and in the best interests of the CSMFO. Responding to situations as they arise with minimal direction. Ability to take action under pressure or tight deadlines.
- Communicating Effectively: Strong oral/written communication skills using conventions appropriate to the situation. Excellent knowledge of business writing, including correspondence, memorandums, and reports.
- Results Oriented: Strives for a standard of excellence in carrying out all duties, and seeks to enhance the reputation and financial position of the CSMFO.

DECISIONS MADE BY THE EXECUTIVE DIRECTOR

- Interprets and implements the Board of Directors direction in terms of strategic plans, goals, objectives, policies, and budgets;
- Determines how to carry out the responsibilities of the position as described above.

DECISIONS REFERRED TO THE BOARD OF DIRECTORS

- New or significant changes to policies, programs, and services;
- Annual and multi-year budgets, or expenditures outside of the approved budget;
- Changes in strategic direction; and
- Representation of the CSMFO where the event or meeting is out of the norm.

REVISED PROPOSAL

California Society of Municipal Finance Officers (CSMFO)

Executive Recruitment Services for
Executive Director

August 10, 2021

SUBMITTED BY:

MELISSA ASHER

Sr. Practice Leader, Products and Services

CPS HR Consulting

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Your Path to Performance

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Executive Summary Letter

August 10, 2021

California Society of Municipal Finance Officers (CSMFO)
700 R Street, Suite 200
Sacramento CA 95811

Submitted via e-mail to: admincom@csmfo.org

Subject: Executive Recruitment Services for Executive Director

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the California Society of Municipal Finance Officers (CSMFO) with the recruitment of a new Executive Director. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Main Office	2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Main: (800) 822-4277; FAX (916) 263-3613 <i>*Primary location from which services will be provided.</i>
Regional Offices	100 Congress Avenue, Suite 2000, Austin, TX 78701 4 West Dry Creek Circle, Suite 100, Littleton, CO 80120 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Years in Business	Established 1985
Type of Organization	Joint Powers Authority (Public Agency)
State/County Registration #s	As a California JPA with federal income tax exemption under IRS Code Section 115, CPS HR is exempt from most Local and State taxes.
Federal Tax ID#/TIN/EIN	68-0067209
Website	www.cpshr.us

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with CSMFO to tailor our proposed process provided in this proposal to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

POINT OF CONTACT	
Proposal Content & Process Contact/ Authorized Contract Representative	Melissa Asher, Sr. Practice Leader, Products & Services (916) 471-3358; masher@cpshr.us

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at the information provided in the table above.**

This proposal and contents herein shall be valid for 90 days from the date of submittal of August 10, 2021. I am duly authorized to bind our organization into contract.

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

Qualifications, Capabilities, and Experience

About CPS HR Consulting

CPS HR Consulting has been assisting organizations with their talent management needs for over 35 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is its knowledge of and expertise in the public sector.



CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations.

This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

With more than 89 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through ***more than 19 years*** of placing top and mid-level executives in public agencies throughout the United States.

Reasons to choose CPS HR include:

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 91% of our placements are still in their position after two years.

Partial List of Recruitments

Following is a brief listing of recruitments in the past five years to show our experience with similar executive recruitments.

Agency	Title	Year Completed
First 5 Contra Costa, CA	Finance and Operations Director	2021
City of Oxnard, CA	Assistant Chief Financial Officer	2021
City of Aurora	Debt, Investment & Treasury Manager	2021
First 5 Santa Clara County, CA	Deputy Chief of Finance	2021
Alameda-Contra Costa Transit District, CA	Chief Financial Officer	2021
City of San Bernardino, CA	Director of Finance	2021
County of Oakland, MI	Management and Budget Director	2020
City of League City	City Auditor	2020
City of Vancouver, WA	Deputy Finance Director	2020
City of Millbrae, CA	Finance Director	2020
Utah Transit Authority, UT	Chief Financial Officer	2020
City of Banning, CA	Director of Administrative Services	2019
Orange County Fire Authority, CA	Finance Manager	2019
City of Garden Grove, CA	Finance Director	2019
Contra Costa County Employment and Human Services Department, CA	Chief Financial Officer	2019
City of McAllen, TX	Finance Director	2019
City of Missouri City, TX	Chief Financial Officer	2019
City of Oxnard, CA	Chief Financial Officer	2019
City of Fairfield, CA	Finance Director	2018
Monterey One, CA	Chief Financial Officer	2018
Florin Resource Conservation District (Elk Grove Water District), CA	Finance Manager	2017/2014
Union Sanitary District, CA	Chief Financial Officer	2017
City of Las Vegas, NV	Chief Financial Officer	2017
City of Long Beach, CA	Financial Systems Officer	2017
City of Boulder, CO	Assistant Finance Director	2017
Alpine County, CA	Assistant County Administrator to Budget and Finance	2017
City of Bozeman, MT	Director of Finance (Partial)	2017
City of Tucson, AZ	Finance Director	2017
California Department of Insurance	Deputy Commissioner - Financial Surveillance Branch	2016
City of San Jose, CA	Deputy Director of Finance-Treasury	2016

References

Provided below is a partial list of clients we have recently worked with in providing similar executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

CLIENT/POSITIONS	CONTACT(S)
Metropolitan Transportation Commission Bay Area Metro Center 375 Beale Street, Suite 800 San Francisco, CA 94105-2066	Robin H. James, Human Resources Director (415) 778-6740 rjames@bayareametro.gov
Sr. Counsel (Current – Full Recruitment) General Counsel (2020 – Full Recruitment) Executive Director (2019 – Full Recruitment)	
Utah Transit Authority 669 W 200 S Salt Lake City, UT 84101	Greg Gerber, Talent Acquisition Director (801) 287-2331 ggerber@rideuta.com
Chief Financial Officer (2020 – Full Recruitment)	
Galveston Island Park Board of Trustees 601 Tremont Street Galveston Island, Texas 77550	Kimberly Danesi, Deputy Director (409) 797-5170 kdanesi@galvestonparkboard.org
Chief Financial Officer (2020 – Full Recruitment)	
City of Aurora 15151 E. Alameda Parkway, 3rd Floor Aurora, CO 80012	Geoff DeMoss, HR Supervisor, Recruitment & HRIS (303) 739-7229 gdemoss@auroragov.org
Debt, Investment & Treasury Manager (2021 – Full Recruitment)	

Services

Our Approach

Key Stakeholder Involvement

The Board of Directors and current Executive Director on behalf of CSMFO must be intimately involved in the search for a new Executive Director. Our proposal assumes their direct participation in key phases of the search process. At the discretion of CSMFO, other key stakeholders may also be invited to provide input for the development of the candidate profile.

CSMFO's Needs

A critical first step in a successful executive search is for the Board of Directors to define the professional and personal qualities required of the Executive Director. CPS HR has developed a very effective process that will permit the Board of Directors to clarify the preferred future direction for CSMFO; the specific challenges CSMFO is likely to face in achieving this future direction; the working style and organizational climate the Board of Directors wishes to establish with the Executive Director; and ultimately, the professional and personal qualities required of the Executive Director.

Additionally, we recommend the CSMFO Board markets the position as best-suited for a contractual arrangement that is open to a future employee status. However, we can also market the role as an employee, and if we receive substantial feedback that candidates are unwilling to take a part time job versus a contractor role, we can retool the recruitment and pursue the contractual arrangement.

The recruitment also depends on the total budget the CSMFO is willing to spend. If the position is marketed as \$75-\$120/hour (\$120 x 15 hours x 52 weeks = \$93,600) and that upper figure reflects the total budget for the position, a part time employee may exceed that upper limit due to payroll fringe. A part time employee may be better marketed around \$50-\$100/hour to offset the additional payroll costs.

Employee	Contractor
<ul style="list-style-type: none">• Will require job description• Likely lower pay due to payroll taxes and other fringe• May require employer-paid investment for workspace, peripherals, etc.• Recommend a remote work environment	<ul style="list-style-type: none">• Job description optional (though recommended)• Hourly rate likely higher and more attractive• Recommend a remote work environment

Alternatively, we might approach the recruitment as a contractor role initially with the expectation that it could grow into a part time position over the short run. This gives CSMFO the flexibility to engage and terminate contracts more easily than a hired employee, may provide some legal protections in the case of wrongful termination, and lets CSMFO potentially experiment with the actual workload initially without committing to an employee arrangement.

Because of the low hours, lack of benefits, and flexibility in adapting a contract, there is little downside to pursuing an independent contractor over a part time employee.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity.

Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates. We use advertisements, directly email the outreach brochure, post messages and connect with potential candidates on business media such as LinkedIn, and of course, pick up the phone and call qualified individuals and referral sources.

Diversity Outreach Process

CPS HR strives to attract the most highly qualified, diverse candidate pool possible. We are pleased that our diligent efforts have resulted in more than 51% of our executive level placements being minority and/or female candidates within the past three years. Our City Manager search for the City of East Palo Alto is an excellent example of our diverse outreach process. The City's demographics are 6% White, 16% Black, 4% Asian, 7% Pacific Islander, 64% Hispanic, and 3% Other. It was a high priority of the Mayor and City Council to pursue and demonstrate a diverse outreach process.

We accomplished this by advertising with organizations like the National Forum for Black Public Administrators and the Local Government Hispanic Network in order to reach these specific population groups. We also sought candidate referrals from local subject matter experts and the national leadership of groups like Women Leading Government. By taking the time to directly contact these influential industry experts, we ensured that we captured the maximum number of distinguished candidates – particularly those who are well-known in their industries, but who may not be actively looking for a new job.

The result was an incredibly diverse finalist group and our successful placement was an experienced Hispanic candidate. The elected officials were quite pleased with the process and end result. In fact, one Councilmember mentioned that he had checked with neighboring communities behind the scenes regarding their recent recruitments and could confirm that our candidate pool was most impressive in comparison – likely in terms of quantity, quality, and diversity.

Hiring during the COVID-19 Pandemic

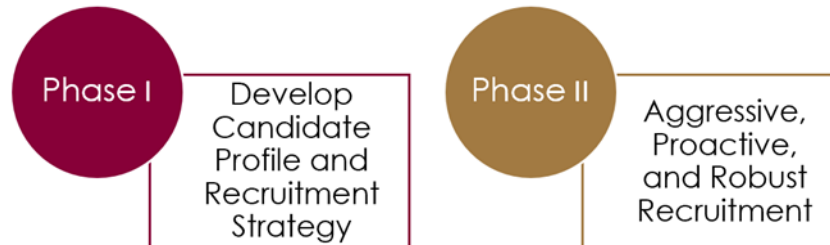
Long before COVID-19 came into the common vernacular, CPS HR was engaged in a digital transformation to modernize and retool our services to provide remote support to our clients. Our standard platform is Microsoft Teams™, where we collaborate with our team members and even client staff to ensure a seamless flow of information. This investment has paid dividends during the remote working revolution over the last six months. We have not observed a decrease in the quality of the recruitment and selection process for our clients, and an overwhelming majority of clients have made hires using only our interview process conducted through Microsoft Teams™.

Several good examples of success are our recent City Manager recruitments for Bozeman, Montana and Reno, Nevada. CPS HR conducted the recruitments during COVID-19, and City Council members were able to interview each candidate and feel comfortable about reaching a consensus on a final selection using only the virtual environment without ever having met the candidate.

We are also able to adapt to other technologies and protocols that the client may have. Because our staff has been working remotely for several years, we are extremely flexible and can meet your needs according to your level of comfort and security.

Methodology and Scope of Work

Our proposed executive search process is designed to provide CSMFO with the full range of services required to ensure the ultimate selection of a new Executive Director uniquely suited to CSMFO's needs. Partial recruitment services include Phase I and Phase II of our recruitment process.



Phase I: Our consultant will meet with the Board of Directors to ascertain CSMFO's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with CSMFO.

Phase II: The recruitment process is tailored to fit CSMFO's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

The first step in this engagement is a thorough review of CSMFO's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new Executive Director. Activities will include:

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 – Develop Recruitment Brochure

- Identifying key priorities for the new Executive Director and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the Board of Directors wishes to establish with the Executive Director.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new Executive Director in light of the discussions above.

- Discussing recruitment and selection strategies for the Board of Directors' consideration to best produce the intended results.

CPS HR will provide a summary to CSMFO stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to CSMFO for review. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cpsshr.us/search.

The recruitment process is tailored to fit CSMFO's specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and

Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 – Resume Review and Screening Interviews

Task 4 – Board of Directors Selects Finalists

affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

Advertising Sources

- | | |
|--|---|
| ● American Institute of Certified Public Accountants | ● California Society of Municipal Finance Officers |
| ● League of CA Cities (Online) | ● Municipal Management Association Northern/Southern California |
| ● Association of Government Accountants | ● California Society of Certified Public Accountants |
| ● Government Finance Officers Association | ● ICMA |
| ● LinkedIn | ● CA Municipal Treasurers' Association |
| ● Association for Financial Professionals | ● Governmentjobs.com |

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client.

Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

Within the past three years, more than 51% of our executive level placements have been minority and/or female candidates.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the Executive Director brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of CSMFO. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to CSMFO or continuing to ensure the public confidence in the integrity of CSMFO.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes CSMFO is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Board of Directors. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Board of Directors to review this report and to assist them in selecting a group of finalists for further evaluation.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All partial recruitment activities can be completed in 10 to 12 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12
Initial Meeting/Candidate Profile	➤											
Draft Brochure		➤										
Brochure Approved/Printed Place Ads			➤									
Aggressive Recruiting					➤							
Final Filing Date							➤					
Preliminary Screening									➤			
Present Leading Candidates to City										➤		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12

Professional Qualifications of Key Personnel

Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Your executive recruitment team will be Mr. Andrew Nelson, Ms. Veronica Ortiz-Torres, Ms. Mari Peoples, and Ms. Pam Derby. They will work collectively to fulfill CSMFO's needs in a timely and effective manner. We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of CSMFO. Their resumes follow.

Role/Project Assignment	Name	Phone	Email
Senior Executive Recruiter	Andrew Nelson	(916) 471-3329	anelson@cpsshr.us
Executive Recruiter	Veronica Ortiz-Torres	(916) 471-3362	vortiz-torres@cpsshr.us
Executive Recruiter	Mari Peoples	(916) 471-3365	mpeoples@cpsshr.us
Manager, Executive Recruitment	Pamela Derby	(916) 471-3126	pderby@cpsshr.us

Team Résumés

Andrew Nelson, MPA, Executive Recruiter

Mr. Nelson brings an extensive background in government service to his role as Executive Recruiter at CPS HR Consulting through city administration, transportation planning, and court management as well as professional recruiter training from the U.S. military. He has significant experience with recruitments of professional and management positions for the public sector. Prior to joining CPS HR Consulting, Mr. Nelson served as City Administrator for the City of Kemmerer, WY and as director of the Casper Area Metropolitan Planning Organization. This hands-on experience gives Mr. Nelson perspective to the mindset and needs of senior public officials recruiting open positions.

Beyond recruitment, his duties included comprehensive administration of their human resources policies. This consisted of assessing job performance, approving job descriptions and their associated revisions, revising employee policies, leading collective bargaining negotiations for the city, assessing and investigating risk management claims, and continuing training for all employees. Additionally, Mr. Nelson currently serves the United States Coast Guard as an Auxiliary Recruiter. He received formal training in recruitment, including sales, marketing, and interviewing skills at the Coast Guard Training Center Cape May (New Jersey) and has received an Auxiliary Commandant Letter of Commendation and three Coast Guard Meritorious Team Commendations as a direct result of his recruiting efforts.

Employment History

- Executive Recruiter, CPS HR Consulting
- Military Recruiter, United States Coast Guard Auxiliary
- Chief Administrative Officer, Kemmerer, Wyoming
- Transportation Program Manager, Casper Area Metropolitan Planning Organization, Casper, Wyoming

Professional Experience

- Performed remote recruiting activities for Recruiting Office – Denver in Wyoming.
- Developed performance qualification standards (PQS) for Auxiliary recruiters for implementation throughout the nation.
- Determined appropriate staffing levels for all departments, and met frequently with Department Directors to control expenditures and design procurement packages.
- Developed policies and procedures for organization-wide and program-specific implementation that led to a 7% decrease in operational expenditures and eliminated a structural budget deficit; directed the preparation of the annual budget, working with department directors to design justifiable expenditures based on strategic goals established by the City Council.
- Planned and executed meetings of the governing body, staff, contractors, and union negotiations.
- Directed the operations of the transportation planning office, which included budgeting, planning, procurement, contract administration, data analysis, and program management for U.S. Department of Transportation programs in the Casper metro area.
- Redesigned the MPO's procurement process, resulting in the standardization of pre-award timelines, formal advertising, and federal acquisition regulations. Changes in procurement policies saved the MPO \$125,000 in direct expenses in the first six months alone.
- In FY16, led contract and budget negotiations between the transit operator and the City of Casper to reach consensus on cutting services to cover a \$94,000 operating budget deficit. At the same time, received approximately \$775,000 in additional grant funding to complete a capital investment which replaced 30% of the vehicle fleet.

Education

- Master of Public Administration, Brigham Young University, Provo, Utah
- B.A. Political Science, Brigham Young University, Provo, Utah

Veronica Ortiz-Torres, Executive Recruiter

Ms. Ortiz-Torres served in three Gubernatorial administrations. Most recently she has served as the Director of Customer Success for KeyX Consulting, a start-up business recruiting for clients such as PG&E and Kaiser.

She is a Public Sector and Legislative Specialist with extensive experience in recruiting, planning, organizing, analyzing and management in numerous areas in the Governor's office and state legislature. She has also served in appointed positions in government such as State, Legislative and Executive Branch. Additionally, she provides consulting services to organizations in and out of state government.

Employment History

- Director of Customer Success, KeyX Consulting, Sacramento (Remote)
- Deputy Appointments Secretary, Office of Governor Gavin Newsom
- Deputy Appointments Secretary, Office of Governor Edmund G. Brown
- Deputy Director of Digital Education, Department of Technology
- Legislative Experience includes: Office of Assembly Speaker John A. Perez; Asm. Paul Krekorian; Asm. Simon Salinas; Asm. Richard Polanco; Senator Bill Lockyer; and Senator Bill Campbell
- Staff Services Analyst, Appeals Unit, CA State Personnel Board
- Deputy Director - Office of Volunteerism; Executive Appointment - Trade and Commerce Agency; Executive Assistant - Executive Office, Office of Governor Gray Davis

Professional Experience

- Currently work in searching and recruiting potential candidates for positions in technology in the private sector. Recruiting includes outreach, tracking, interviewing and briefing the KeyX Partners on potential candidates as well as onboarding candidates.
- Previously responsible for executive staff recruitment within State government for the Governor's Office. Coordinated appointments of exempt positions in a portfolio consisting of the CA Environmental Protection Agency, Natural Resources Agency, Labor Agency, Department of Veterans Affairs, Governmental Affairs Agency, and Transportation Agency. Responsible for recruiting, reviewing, interviewing and managing candidates for over 1,000 Agency/Department/Board/Commission appointments. Prepared and organized memo's/charts/information for candidates being referred to the Governor for final review and approval. Prepared and presented materials to senior staff and the Governor containing my final recommendations of candidates. Responsible for vetting potential candidates by reaching out to references as well as organizations that might have interest in the Agency or Department. Also managed appointees along with my Cabinet and Legislative counterparts to provide guidance on the Governor's agenda.

- Directed and participated in a broad range of special projects in Department of Technology. The innovation of Digital Education within the department was newly created. I was appointed by the Governor to review and develop projects to expand outreach.
- Assigned numerous External Affairs responsibilities while serving under the numerous elected officials.:
 - Developed first ever Champion of Technology award at CA State Fair
 - Developed the first CA Cesar Chavez Day outreach of events and awareness
 - Developed Youth2Youth Pilot Project which distributed surplus computers refurbished/recycled at CA Youth Authority to underprivileged youth that are Title 1 recipients
 - Provided project coordination for the Governor's Conference for Women
 - Managed advancing of project and volunteers for the California Border Governor's Conference
- Served as a designee for the Trade and Commerce Secretary on the Small Business Board. Reviewed the meeting agenda's and discussed with Executive Staff. Provided briefings to the Agency Secretary. Updates provide to the Administration as needed.
- Reviewed and analyzed appeals for the State Personnel Board as an Analyst. Responsible for assessment and recommendations to be considered by upper management and the Board.

Maricarmen (Mari) Peoples, Executive Recruiter

Ms. Peoples served in executive, management and analytical positions in the private sector and in California state government at the California Department of Corrections and Rehabilitation (CDCR), California Emergency Management Agency (CalEMA) and California Health and Human Services Agency (CHHS). Ms. Peoples has extensive State government experience in the areas of human resources, budget policy, communications, program development and operations.

Employment History

- Social Media and Marketing Manager, RPM Resolutions, LLC (Texas)
- Special Assistant to the Secretary, CDCR Office of the Secretary
- Staff Services Manager III, Budget Management Branch, CDCR Office of Fiscal Services
- Staff Services Manager II, Office of Workforce Planning, CDCR Human Resources
- Staff Services Manager I, Office of Offender Services, CDCR Division of Rehabilitative Programs
- Associate Governmental Program Analyst, Planning, Preparedness and Emerging Threats, CalEMA
- Associate Governmental Program Analyst, California Sex Offender Management Board and the Office of Public and Employee Communications, CDCR

Professional Experience

- As a member of the CDCR Executive Staff as the Special Assistant to the Secretary, she served as the primary policy advisor to the CDCR Secretary on a wide variety of departmental policies such as litigation, policies, procedures, and program direction. She provided analysis and recommendations on policy development and implementation, and the impact of policies that crossed various programs to ensure consistency with the mission and goals of the Department.
- She oversaw the budget for the program areas under CDCR's administration and parole operations divisions (approximately \$4 billion in state funds). Also, she provided recommendations to CDCR executive management on all aspects of the budget process including but not limited to: fund distribution, contract encumbrances, monthly budget plans, budget concepts, budget change proposals, population adjustments, and reduction drills.
- She managed the staff that developed and implemented three departmental staff layoff plans for CDCR. She gained extensive knowledge in the following areas: staffing allocation based on the inmate and parole population, labor negotiations, reemployment policies, minimum qualification requirements for state government classifications, and staff seniority calculations.

- With her employment background, she brings extensive experience working and maintaining relationships with internal and external stakeholders. This included communications with the media, various statewide associations and nonprofits, Legislative members and staff, the Department of Finance, employee unions, California Department of Human Resources, city and county government, and national organizations.
- Experience with public speaking, speech writing, executive briefings, training development and implementation, and contract negotiations.
- Knowledge and experience with branding, marketing strategy development, social media management, communication management plans, and speech writing.

Education

- B.A., International Relations and Spanish, University of California, Davis

Pamela H. Derby, Manager, Executive Recruitment

Since joining CPS HR Consulting in 2003, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions.

Prior to joining CPS HR, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board's liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local government. She is sensitive to balance the wants of the community with the needs of the client so as to tailor a recruitment process that reaches out to the most appropriate candidates and ensures a diverse group of individuals from which to make a selection. She has successfully employed these techniques in jurisdictions ranging from under 10,000 to 10 million. Moreover, she employs a firmly-held personal philosophy that candidates must be treated with the same respect and careful consideration as her client.

Employment History

- Manager, Executive Recruitment; Senior Executive Recruiter; Professional Management Consultant, CPS HR Consulting
- Aide to the Board of Supervisors, Yuba County, CA
- Special Cases Manager, Consumer Relations, The Money Store, CA
- Supervisor, Trailing Documents, The Money Store, CA
- Executive Assistant, Randlett Associates, CA

Professional Experience

- Project manager for local government, special district and non-profit executive recruitments. Responsible for all facets of process including proposal interviews, all client meetings, creating marketing and advertising materials, conducting candidate screening interviews and developing finalist candidate interview processes.
- Assisted executive recruiting team in the recruitment of local government and public agency executives.
- Managed staff responsible for addressing escalated customer complaints. Negotiated and mediated pre-litigation settlements with attorneys, state regulators, and other state agencies, involving home improvement loans. Served as department fraud coordinator.

- Provided administrative support to SVP, including drafting correspondence, report writing and special projects as assigned. Supervised department receptionist, responsible for interfacing with vendors and facilities management.
- Provided administrative and research support for private professional lobbying firm. Researched legislative bills, corresponded with professional association members regarding legislative proposals.

Education

- California State University, Chico, major course emphasis – Physical Education/ English

Price Proposal

Professional Services

Our professional fixed fee covers all CPS HR services associated with **Phases I and II** of the recruitment process.

Travel expenses for candidates who are invited forward in the interview process are not included. However, should CSMFO desire CPS HR's Travel Team to assist with these arrangements, we are happy to do so. This might require an amount be added to our contract.

Professional Fixed Fee*	
Professional Services Partial Recruitment (Phases I & II Only - Fixed Flat Fee)	\$18,000

**Professional fees would be billed and paid monthly.*

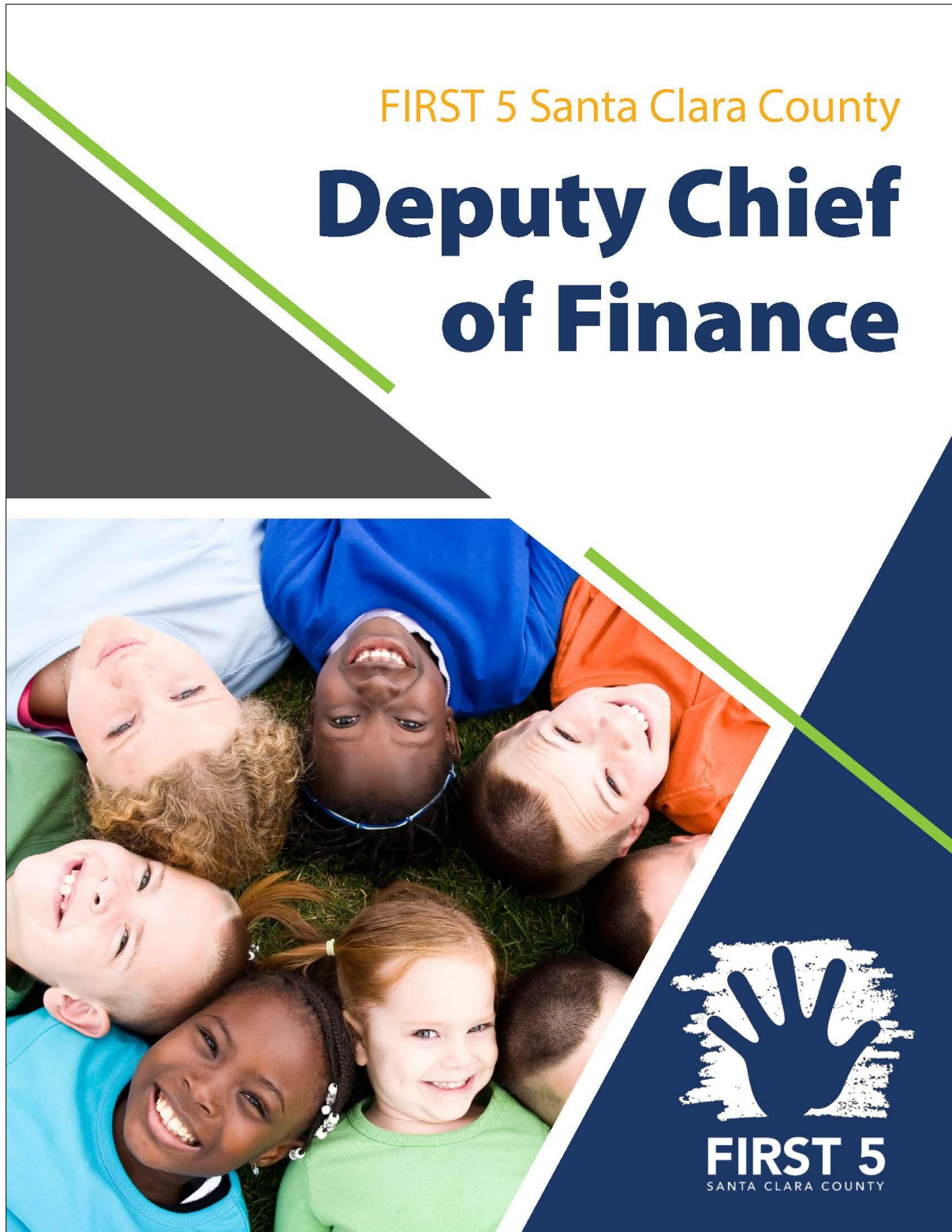
Hourly Rates

Our Executive Recruiters have an hourly rate of \$125, but in practice the professional services fee is a flat rate and CSMFO will not be charged for hours worked in excess.



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with California Society of Municipal Finance Officers in this important endeavor.

Appendix A: Sample Brochure





Vision

FIRST 5 Santa Clara County will be a catalyst for ensuring that the developmental needs of children prenatal through age 5 are a priority in all sectors of the community.

Mission

FIRST 5 Santa Clara County supports the healthy development of children, from prenatal through age 5, and enriches the lives of their families and communities.



ABOUT FIRST 5 SANTA CLARA COUNTY

FIRST 5 Santa Clara County (FIRST 5) makes a difference for our local children by investing millions of Proposition 10 tobacco tax dollars each year towards effective programs in early education, health, and family support. FIRST 5 is committed to achieving real and sustainable results towards the successful future of young children and their families.

Using a [cumulative risk factors map](#), FIRST 5 makes strategic investments in neighborhoods where children are exposed to the greatest risk for poor developmental outcomes. [FIRST 5's comprehensive System of Care](#) enables FIRST 5 to focus on providing intensive, tailored services to children and families experiencing the highest level of need, while also working toward shifting community norms and systems that affect the health and well-being of all young children in Santa Clara County.

We take our responsibility for the health and optimal development of children prenatal through age five seriously. We recognize that part of our responsibility includes practicing sound fiscal and contracting practices in addition to developing creative solutions to solve the needs of our communities' youngest children. We are committed to ensuring that effective programs and services are available to our communities' children and families. Our efforts to incorporate systemic change in our communities' programs and services will help support fiscal sustainability and a long-term continuum of services.

FIRST 5 adheres to the highest standards in conducting its business and follows sound policies, procedures and detailed business practices in its fiscal and contracting activities. It is our responsiveness to identifying and addressing community needs that has made FIRST 5 Santa Clara County a model for the rest of the state.

We operate with a 50-member staff, 9-member commission and an annual community investment budget of over \$20M. Proposition 10 funding accounts for approximately 75% of our revenue. The remaining 25% comes from government and foundation grants.

More information can be found at first5kids.org.

THE POSITION

The Deputy Chief of Finance oversees the management of all First 5 finance operations that support the Commission's ability to achieve its mission to foster the optimal development of children zero to five years of age. The Deputy Chief of Finance reports directly to the COO and works closely with the CEO to ensure the smooth financial operation of the organization, carrying out the Commission's strategic plan, anticipating risk, and solving problems creatively and effectively. The Deputy Chief of Finance supervises two staff and manages a total team of six employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- » Work closely with COO, CEO and department staff to oversee submission of timely and accurate financial reports;
- » Responsible for the preparation, coordination and input of FIRST 5's annual budget;
- » Prepares, reviews and distributes detailed and complex financial reports on budgetary compliance and revenue performance;
- » Analyze and interpret financial information and condition and produces written reports for presentation to the CEO and Commission;
- » Manage annual audit, respond to auditors' comments and take action to address comments and deficiencies noted;
- » Assess financial systems, practices, workflow, and staffing and make recommendations for improvements in efficiency and effectiveness;
- » Ensures consistent tracking and reporting of measures; advises managers on the development of measures;
- » Assure that financial policies and procedures are implemented and maintained;
- » Oversee Contracts including planning, development, implementation, monitoring and evaluation; and
- » Other duties as assigned.



IDEAL CANDIDATE

FIRST 5 is seeking a visionary and experienced leader to serve as the Deputy Chief of Finance. This person will have a strong background in public sector or government finance, audit, and contracting. As a key member of the agency's management team, the Deputy Chief of Finance plays a significant role in advancing the agency's strategic plan and priorities that serve to enhance the organization's mission to support the healthy development of children.

The ideal candidate must be a self-motivated individual with the ability to work in a fast-paced environment. He or she will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of an experienced, capable staff. Preferred candidates will demonstrate knowledge and experience in governmental budgeting; audit preparation; investment strategy; contracting; grant management; and Federal government regulations and reporting.

The successful candidate must be able to take all individual aspects of the finance function and expertly coordinate them as part of the agency's comprehensive finance strategy, consistently delivering timely, accurate information to the COO, CEO, and the Commission. Most importantly, the successful candidate must be able to communicate complex budget and finance concepts in a manner that is easily understood by anyone, regardless of the listener's experience or level of sophistication.

Education and Experience

A Bachelor's Degree at a minimum and a Master's degree preferred; and a minimum of five (5) years management experience as an administrator in a public agency or non-profit organization, overseeing financial and budget operations including grants and contracts, gathering and analyzing information/data to make actionable recommendations to senior leadership, partnering with executive staff to make financial decisions.





COMPENSATION AND BENEFITS

The starting salary range is **\$90,000 - \$130,000** dependent on the experience and qualifications of the successful candidate. FIRST 5 Santa Clara County provides comprehensive benefits including:

- » **Medical, Dental, & Vision**
- » **Time Off:** 20 days of Vacation Leave per year, 10 days of Sick Leave per year, 3 days of Personal days per year, 3 days (24 hours) to be used for volunteer days, 1 wellness day per month, 12 holidays, *and your birthday* each year.
- » **Retirement:** 401(a) retirement plan with a 7% contribution from FIRST 5. A 457(b) retirement plan is also available in addition to the 401(a)

Reimbursement of relocation expense is not budgeted for this position.

HOW TO APPLY

To be considered, please submit a detailed résumé, cover letter, and a list of six work-related references – two supervisors, two direct reports and two colleagues (who will not be contacted until the late stages of the recruitment and will be coordinated with the successful candidate/s) by **January 6, 2021**. Your résumé should indicate the size of staff and budgets you have managed and also reflect both years and months with regard to the employment dates for current and prior positions held. Please submit your materials through our website at: <https://executivesearch.cpshr.us/JobDetail?ID=1718>

CPS HR CONSULTING

For more information contact:
Andrew Nelson
CPS HR Consulting
Ph: 916.471.3329
Email: anelson@cpshr.us
Find me on [LinkedIn!](#)



MEMBERSHIP COMMITTEE MINUTES

Date: Thursday July 1, 2021

Time: 11:00 a.m.

Zoom: <https://us02web.zoom.us/j/85335525275?pwd=cXp6QUcwSzhmT1ZRTWZXQ3VKSGtLZz09>

or by phone +1 669 900 6833

Mtg. ID: 853 3552 5275

Passcode: 579107

Agenda Items

1. 2021 Action Plan - Back to Basics – Member Engagement
 - a. Ensure avenues for member-to-member connectivity
 - i. Pilot Cohort Program (Margaret/Chu/Kate/Jenn)
 1. Debrief from second meetings
 2. Update on meeting planning
 - ii. Continued Virtual Engagement Activities (Stephanie/Allison)
 1. July 2021 Virtual Golf update
 2. Continuation of events beyond 2021?
 - Potentially continue virtual events quarterly with recognition at the end?
 - Address lack of participation with programs like “follow us on social media” for a chance to win a gift card?
 - iii. Develop a one-on-one coaching/mentoring system (Debbie/Margaret M./Heather)
 1. Update on program construct based on a program period of April 1 to March 31
 - Team will begin developing applications and other documents for this program
 - b. Create an incentive for membership (Steve/Chu/Margaret M.)
 - i. Ensure membership in CSMFO has value beyond what non-members receive
 - ii. Develop member vs. non-member pricing policies
 1. Discussion of member vs. non-member benefit summary

-At this point there are only a handful of member-specific benefits- not a lot of compelling differences between member and non-member benefits- Steve to post spreadsheet to Basecamp and solicit benefit input from Committee Chairs

2. Commercial Member Roundtables (Mark/Aneil/Marcus) – Update on planned agenda for July 15th meeting
Meeting to be held July 15, 3:30-4:30 p.m.
3. Early Career Membership Classification (Jennifer / Mark / Stephen / Allison)
 - a. Review revised mock-up brochure insert / presentation slide
This was finalized
 - b. Provide update on coordination with Student Engagement Committee
Student Engagement is looking at available budget for reprinting brochure inserts
4. Outreach to participating non-members –
 - a. Provide update on outreach conducted at end of June
There were issues with the shared file not being updated; outreach will be done before the next Membership Committee meeting
5. Other Information & Announcements
Debbie brought up the tabled topic, tying member account updates to job postings- how people find applicable postings? UCR Advisory Board, Leadership Programs
6. Next Meeting – Thursday, August 5th at 11:00 a.m.
Cancelled the August 5th meeting- Resume on September 2nd

Tabled Items:

Member retention

- CMTA methods of retaining members
- tying member account updates to job postings
- membership scholarships (harder to bring members back than to sacrifice funds upfront and keep their membership)
- cleaning up bad data
- maintaining contact with people who retire or change jobs by including a personal email in the CSMFO profile (renewals would go to professional and personal email addresses)
- advertise membership renewal directly to the agencies, in addition to the individual members

Mentorship Circles

Better communication on virtual chapter meetings

TRANSPORTATION, COMMUNICATIONS, AND PUBLIC WORKS POLICY COMMITTEE HIGHLIGHTS

Friday, June 4, 2021

Zoom

[Transportation, Communications, and Public Works Slides](#)

ATTENDANCE

Members: Chris Horvath (Chair); Veronica Vargas (Vice Chair); Jan Arbuckle; Newell Arnerich; John Bauters; Liz Becerra; Priya Bhat-Patel; Debra Black; Cal Campbell; Amanda Carter; Omar Dadabhoy; Scott Dowell; Bob Engler; John Erickson; Ben Fine; Alice Fredericks; Teresa Gerringer; Kelly Honig; Mike Johnson; Lynne Kennedy; Jeff Lee; Chin Ho Liao; Yvonne Martinez-Beltran; Tim McGallian; John McKay; Kim McKinney; Linda Molina; Bynette Mote; Trish Munro; Izzy Murguia; Jenelle Osborne; Dan Parra; Steve Sanchez; Robert Schultz; Alyssa Silhi; Debby Stegura; Steven Vargas; Dennis Wilberg; Rita Xavier

League Partners: John Burdette, SitelogIQ

Staff: Damon Conklin, Legislative Representative; Caroline Cirrincione, Legislative Policy Analyst

I. Welcome and Introductions

President Cheryl Viegas Walker, Mayor, El Centro, welcomed everyone to the June policy committee meeting and thanked members for their service to all California cities. She explained that policy committees are vitally important and directly connected to Cal Cities' core mission of advocating for the common interests of cities.

With the legislative session in full swing, Mayor Viegas Walker stressed the role city leaders play in advancing Cal Cities advocacy efforts. She urged policy committee members to contact their lawmakers, so their voices are heard loud and clear. She closed by thanking everyone in attendance for their work as policy committee members.

Mayor Viegas Walker then introduced Carolyn Coleman, Cal Cities Executive Director. Ms. Coleman welcomed committee members and thanked them for their work. She explained that Cal Cities is supporting a healthy package of legislative proposals vital to helping cities recover from the pandemic and is opposing proposals that would curtail these recovery efforts.

Ms. Coleman also shared that the \$8 billion in Coronavirus State and Local Recovery Funds from the American Rescue Plan is on the way to California cities from Washington, D.C. She explained how this relief creates extraordinary opportunities for local leaders and knows that many are already planning and prioritizing projects to leverage these funds. To assist in these efforts, Cal Cities, through its Guide to Local Recovery initiative, will provide additional webinars and resources designed to help position every city on the road to recovery.

Ms. Coleman thanked committee members again for serving on the committees and wished them a great meeting.

Chair Christian Horvath, Council Member, Redondo Beach, and Vice Chair Veronica Vargas, Mayor Pro Tem, Tracy welcomed committee members and provided an introduction.

II. Public Comment

Chair Horvath asked if there was any public comment. There was no public comment.

III. General Briefing

In accordance with the customary practice of convening all policy committee members for a general briefing prior to the start of policy committee meetings, the Cal Cities advocacy team compiled a [General Briefing Document](#), which includes the latest on legislative and budgetary matters affecting cities.

IV. Federal Communications Commission (FCC) Order and Litigation Update

Chair Horvath introduced Tripp May, Managing Partner, Telecom Law Firm, PC, to provide an update on pending FCC orders and litigation. The slides from this presentation can be found [here](#).

Mr. May began by covering small cell issues at the state and federal levels, including FCC decisions and litigation important to local governments. He also highlighted other state legislation that would undermine local authority in the siting and permitting of broadband. Mr. May then took numerous questions from committee members related to undergrounding, municipal broadband, and the deployment of 5G in communities.

V. Legislative Agenda

Chair Horvath introduced Damon Conklin, Legislative Representative, League of California Cities, to brief the committee on action items for consideration. Mr. Conklin began the legislative agenda by providing an overview of [AB 43 \(Friedman\)](#). This measure would grant the California Department of Transportation (Caltrans) and local authorities greater flexibility in setting speed limits based on recommendations from the Zero Traffic Fatality Task Force (Task Force). After the overview, a lengthy discussion ensued. Members of the committee highlighted concerns with “speed creep” that has caused unsafe road conditions. They encouraged Cal Cities staff to discuss these concerns with the author and see if the bill could be amended to include language to permit more than five mph to be adopted. With those considerations in mind, a motion was made to support AB 43, which passed unanimously with 27 aye votes.

The committee also considered [AB 122 \(Boerner Horvath\)](#). Mr. Conklin provided an overview of the measure explaining that this measure would allow bicyclists approaching a stop sign to have the option to stop-as-yield or treat a stop sign as a yield sign. Mr. Conklin explained that Cal Cities opposed a similar measure in 2017, [AB 1103 \(Olberholte\)](#), but since then, several other states have implemented such policies. Committee members discussed transit equity and the evolving proliferation of cyclists in a post-pandemic environment. In contrast, others on the committee cited a need to err on the side of public safety. Ultimately, a motion was made to support AB 122, which passed with 24 ayes and seven noes.

Mr. Conklin also provided an update on [SB 580 \(Hueso\)](#). This measure would authorize Caltrans to conduct a study on the feasibility, cost-effectiveness, life-cycle environmental benefits, and detrimental impacts of using recycled plastics in asphalt used as roadway paving material. SB 580 would also authorize Caltrans to establish specifications for using

recycled plastics in asphalt. Mr. Conklin explained that this measure is now a two-year bill and no committee action was needed during this meeting.

VI. Budget Update

Mr. Conklin provided an update on the Governor's proposed May revision budget. He highlighted Cal Cities budget ask, which totals \$10 billion and includes \$2 billion for additional COVID-19 relief to cities, \$5 billion for housing and homelessness, and \$3 billion for broadband. Mr. Conklin also covered transportation-specific budget allocations related to zero-emission vehicles, transit and rail, and broadband deployment.

VII. Legislative Update

Mr. Conklin briefed the committee on key bills of importance to cities. He began by highlighting the outcome of the Appropriations suspense file, a legislative process to promote fiscal responsibility by evaluating costs and comparing bills before they reach the Assembly or Senate floor. Of the 16 priority bills highlighted during the League of California Cities Legislative Action Days, 12 were placed on the Appropriations committee suspense files, and during those hearings, five bills had favorable outcomes for California cities. Mr. Conklin then provided an update on numerous bills related to broadband, electric vehicle charging, local streets and roads, and emergency telecommunications.

VIII. Next Meeting

Staff will notify committee members after July 24 if the policy committee will be meeting in September. If you have any questions, please contact Cal Cities Legislative and Policy Development Specialist [Meg Desmond](#).