



AGENDA MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA

Board of Directors Committee Meeting

Thursday, October 11, 2018 | 4:00 p.m. to 5:00 p.m.

Webex Link: <https://mmanc.my.webex.com/> | **Dial in:** 510-338-9438 | **Access code:** 623 393 268

TOPIC	PREPARATION	PROPOSED PROCESS
<p>1 Commence Meeting/Roll Call TIME: 2 minutes PURPOSE: Procedure LEADER: Miranda Lutzow/Alexandra Orologas</p>	None	<ul style="list-style-type: none"> - Miranda calls the meeting to order. - Alexandra takes roll.
<p>2 Director Reports TIME: 2-5 minutes each PURPOSE: Informational/Feedback LEADERS: Miranda Lutzow, Carla Hansen, Shay Narayan, Jessica Deakyne, Justin Lovell, Alexandra Orologas, Monica Davis</p>	None	<ul style="list-style-type: none"> - Brief Report from all Directors: <ul style="list-style-type: none"> • Finance • Program • Membership • Communications • Conference • Vice President • President
<p>3 Approval of Executive Member – Yvonne Kimball, City Manager of Jackson, CA TIME: 3 minutes PURPOSE: Decision LEADERS: Miranda Lutzow</p>	Review resume for Yvonne Kimball	<ul style="list-style-type: none"> - Review request for Executive Membership.
<p>4 Discounted Event Registration Policy TIME: 10 minutes PURPOSE: Decision LEADERS: Chantal Cotton Gaines, Joanna Altman, Elizabeth Dallman, Eric Zetz</p>	Review Proposed Policy	<ul style="list-style-type: none"> - Policy Subcommittee to review proposed policy.
<p>Board Election Process TIME: 5 minutes PURPOSE: Informational LEADERS: Miranda Lutzow</p>	None	<ul style="list-style-type: none"> - Miranda will review board election process and timeline.
<p>5 Update – MMANC Strategic Plan & Marketing Plan TIME: 2 minutes PURPOSE: Informational LEADER: Miranda Lutzow</p>	None	<ul style="list-style-type: none"> - Miranda will provide an update on the strategic and marketing plan processes.
<p>7 Signature/Regional Event Updates TIME: 2-5 minutes each PURPOSE: Informational/Feedback LEADERS: All</p>	Prepare short update on Region activities and planning	<ul style="list-style-type: none"> - Brief Report from all Co-Chairs: <ul style="list-style-type: none"> • Women’s Leadership Summit Update • Summer Symposium Update • Region 1 • Region 2 • Region 3 • Region 4

- Region 5

8 **Other Items and Announcements**

PURPOSE: Informational

LEADERS: All

None

9 **Adjournment**

PURPOSE: Meeting's End

None

TIME:

YVONNE KIMBALL, ICMA-CM

220 Broadway, Jackson, CA 95642 • (727) 388 – 5951 • YvonneKimball@gmail.com

EDUCATIONAL BACKGROUND

Master of Arts in Public Administration

University of Central Florida – Orlando, FL

Graduate Certificate in Urban and Regional Planning

University of Central Florida – Orlando, FL

Bachelor of Arts in Business English

Tianjin Institute of Technology – Tianjin, China

PROFESSIONAL CREDENTIALS AND AFFILIATIONS

- Credentialed Manager (ICMA-CM); Member - International City / County Management Association
- California City Management Foundation member
- Utility Management Certification – Water University/ National Rural Water Association

PROFESSIONAL EXPERIENCE

CITY Manager City of Jackson, CA August, 2017 - Present

The City of Jackson with a permanent population of 5,000 and 25,000 daytime population is the County seat for Amador County in the historic Motherlode region. Jackson is a full service city with the departments of Police, Fire, Public Works (Water, Sewer, Parks, Pool, Streets, and Facilities), Wastewater Treatment Plant, Administration, Building, Planning and Engineering. The City's operational General Fund budget is approximately \$4 million, Enterprise Fund \$4 million and Special Revenue Fund approximately \$1 million in FY 18. The City employees approximately 50 individuals.

Key accomplishments:

- Act as Council's chief advisor on policy formulation.
- Promote leadership and accountability in all departments / offices.
- Completed delayed and delicate negotiations with three bargaining units in upon hiring. Reorganized the Public Works and Water Departments resulting in efficiency, cost saving of \$60,000 a year and elimination of the 10-year long furlough. Implemented a pension cost-sharing strategy for the Police officers within the Police Officers' Association resulting in cost saving and conclusion of the pending MOU negotiation.
- Replacement and/or recruitment of several key positions – Deputy City Clerk, Chief Plant Operator (recruitment pending), Fire Chief, Public Works Superintendent.
- Address serious fund deficits in Measure M (fire) and attempt to sustain public safety budgets.
- Implemented needed changes at the wastewater treatment plant, including personnel changes. Research and address operation issues including permitting, capacity, Water Board penalties.
- Instituted long overdue new sewer rates which as a result would sustain the sewer fund.
- Designed and implementing various grant programs for infrastructure improvements. Oversaw a \$12 million sewer plant improvement project.
- Working with the Jackson Rancheria, a tribal nation, on development issues.
- Responded to emergency situations and followed through with various state offices to reach a conclusion.
- Propose the city budget.
- Represent City at various local and state agencies. Serve on the Board of Directors of the Northern California Cities Self Insurance Fund.
- Periodically submit articles to the local newspaper to promote awareness of city issues; participating in Chamber of Commerce meetings.

Town Manager Town of Dewey-Humboldt, AZ January, 2012 - August, 2017

The Town of Dewey-Humboldt with a population of 4,000 and encompassing 20 square miles of land area is located in north central Arizona. Incorporated in December 2004, the Town has a Council – Manager form of government with a seven-member elected Town Council and an appointed professional manager. Dewey-Humboldt abuts to and contains state and federal land areas. The Town directly

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provides road and facility maintenance services, land use, building safety, code enforcement, and court services. To achieve the utmost in efficiency, the Town outsources services sensibly: public safety and library services are provided through inter-local agreements with Yavapai County; legal, engineering design and IT are provided by qualified firms. As the Town Manager, I oversaw all administration functions, service provisions and operation contracts. I was also the Town's Zoning Administrator, Human Resource Director, Public Information Officer and its Purchasing Agent. The Town has an annual budget of approximately \$4 million with no debt and a total of 13 employees.

Key accomplishments:

- Act as Council's chief advisor on policy formulation; lead a young municipality towards maturity.
- Effectively served multiple Councils and as a result became the Town's longest tenured manager.
- Expanded the Town's infrastructure, acquired real property, extended essential services, advanced Town ISO rating.
- Built trust with a divided and often at odds citizenry and governing body through programs focusing on transparency and clarity, attentive customer service, education and sensible dialogues.
- Have built a high-performing team from the ground up, improved interdepartmental cooperation, streamlined operational procedures and instituted accountability.
- Successfully collaborated with federal, state and local governmental and educational agencies to provide critical services. Achievements include design and implementation of health and environmental programs, obtaining a trailhead onto the Prescott National Forest, acquired a fully state and federal funded traffic light, and leading "Firewise" community programs.
- Improved the downtown historical area.
- Prepared and implemented Town's multiyear road plans. Oversaw capital improvement plans. Resolved right of way ownership disputes. Prepared facility plans in preparation for a new town hall.
- Have strengthened the land use codes. Performed duties of the Zoning Administrator.
- Delivered lean and balanced budgets, further Town's financial wellbeing. Utilize surveys to guide policy decisions. Budget earned a GFOA award.
- Administered and negotiated critical service contracts. Managed all property leases for the Town.
- Represented the Town in regional economic development efforts.
- Enhanced Town's technology capacity to further engage citizens and improve performance.
- Served as the contact for the news media. Prepared Town newsletter articles. Contributed to national and state management publications. Called upon to speak to professional groups on various municipal issues.
- Appointed by the Governor of the State of Arizona to the Governor's Groundwater User Advisory Committee and served on the committee to address regional water issues.
- Served on many state wide boards, including USDA Resource Advisory Committee, Arizona Municipal Risk Control Pool Finance Advisory Committee, University of Arizona Superfund Research Community Advisory Board, Arizona City/County Management Association Board of Directors.

City Manager

City of Bowling Green, FL

October, 2008 – December, 2011

The City of Bowling Green with a population of 3,000 is located in west central Florida. Incorporated in 1927, Bowling Green has a Council-Manager form of government with a five-member city commission and an appointed manager in charge of daily operations and policy implementation. The City provides full services to its citizens, including water, sewer, solid waste collection, parks, planning and zoning, code enforcement, public safety, animal control and a cemetery. In addition to managing the above operational matters, I also directly oversaw all capital improvement projects, community development, utility management, procurement, finance and risk management. The City employed 23 full time employees with a \$4 million budget.

Key accomplishments:

- Tactfully handled 10% budget shortfalls for the last 3 years without raising the millage rate while maintaining a healthy reserve (approximately \$1 million,); received positive auditing reports.

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- Successfully obtained a total of \$2.1 million in Federal Stimulus funding for street paving, sidewalk construction and energy efficient street lighting.
- Obtained a \$700,000 Community Development Block Grant (CDBG) to upgrade city wide water distribution system. Secured \$75,000 in an Economic Development grant to expand water infrastructure for the City's planned industrial park.
- Completed a \$1 million combined CDBG and FRDAP (Florida Recreation Development Assistance Program) project for drainage improvement and park improvement.
- Improved City's relationship with minority populations.
- Advanced the City's technological capability; develop a website for the City; transferred critical paper records to secure digital formats.
- Completed clean-up of hurricane damages to City properties after being neglected for 6 years, including demolition of dilapidated public safety buildings and repairs of other facilities. Discovered and obtained over \$126,000 in insurance proceeds held by the county for six years.
- Prepared a Utility Asset Assessment. Then completed procurement and project management of capital projects including a water main design and construction, partial rehabilitation of sewer plant, construction of utility garage building, acquisition of City vehicles and heavy equipment, upgrading City streets.
- Became a Certified Utility Manager through National Rural Water Association.
- Improved practices in utility billing, significantly reducing delinquency rate.
- Established and implemented the City's risk management program; obtained safety grants.
- Developed job descriptions and pay scales, implemented performance evaluations.
- Instituted continuing engineering services; administrated multiple engineering contracts.
- Functioned as Land Use Development Codes Administrator.
- Transformed a problematic Public Works Department into an efficient operating department.
- Improved overall community confidence through responsiveness and leadership in areas of customer service, work productively and employee performance.

Florida Tri-City City Manager Trainee/Intern

August, 2006 – August, 2008

The Florida City/County Management Association sponsored the Tri-City City Manager Intern position with the purpose of preparing chosen professionals to take on leadership roles in local governments. This two-year position allowed me to work directly with the City Managers of Palm Bay, Titusville and Satellite Beach in eight-month rotations in the capacity of the Assistant to the City Manager.

Key achievements:

- Participated fully as a member of the City Manager's Executive Leadership Teams.
- In the City of Palm Bay, a full service city with 800 employees, I compiled the employee Administrative Codes.
- In the City of Titusville, whose economic base relies on the NASA space industry, I worked at the City Marina and served in a city Planner's capacity.
- In the City of Satellite Beach, a quaint beach side community, I worked with the Fire Department on its "Communities for a Lifetime" initiative which earned national recognition. I also worked on economic development projects through the approaches of brown-field, facade grant, sign code, community redevelopment tax increments.

Other Relevant Experiences

Various Internships Orange and Seminole County Governments, FL

2004 - 2006

- Conducted a performance assessment for the County Health Department.
- Seminole County GIS Technician to maintain and update county GIS database.

English Instructor Tianjin Institute of Technology, China

1999 - 2002

- Prepared and taught courses to Chinese college students.
- Student liaison to coordinate with student affairs.



October 5, 2018

Miranda Lutzow
 MMANC President
 101 E. Street
 Waterford CA 95386

Dear Ms. Lutzow:

The MMANC Comp Plan Policy Group has met on multiple occasions and discussed the policy actions needed by MMANC to meet some of the financial challenges that our members may face while pursuing active involvement in MMANC.

Below are some highlights of the policy:

- The table below shows a summary of MMANC current event comps from 2015 to current YTD 2018. The spreadsheet identifies the amount of money MMANC has already spent on complimentary event registrations, along with the anticipated cost if the proposed comp policy plan were put in place for these same events. The events covered are (Annual Conference is not included):

- Women’s Leadership Summit
- Seminars

2018				2017				2016				2015			
Existing Comps		New Potential Comps		Existing Comps		New Potential Comps		Existing Comps		New Potential Comps		Existing Comps		New Potential Comps	
# of ppl	Amount	# of ppl	Amount	# of ppl	Amount	# of ppl	Amount	# of ppl	Amount	# of ppl	Amount	# of ppl	Amount	# of ppl	Amount
57	\$ 5,700	3	\$ 300	24	\$ 2,280	4	\$ 360	15	\$ 1,425	4	\$ 380	n/a	n/a	n/a	n/a
6	\$ 480	8	\$ 640	22	\$ 1,540	6	\$ 300	19	\$ 1,140	5	\$ 300	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	0	\$ -	3	\$ 240	2	\$ 160	4	\$ 320	10	\$ 1,000	5	\$ 500
n/a	n/a	n/a	n/a			3	\$ 39	n/a	n/a	5	\$ 60	1	\$ 8	5	\$ 225
38	\$ 3,040	2	\$ 160	14	\$ 509	16	\$ 735	n/a	n/a	31	\$ 715	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	6	\$ 120	n/a	n/a	n/a	n/a	n/a	n/a	3	\$ 60
n/a	n/a	2	\$ 10	n/a	n/a	n/a	n/a	n/a	n/a	3	\$ 45	n/a	n/a	n/a	n/a
101	\$ 9,220	15	\$ 1,110	60	\$ 4,329	38	\$ 1,794	36	\$ 2,725	52	\$ 1,820	11	\$ 1,008	13	\$ 785

- Winter Forum
- Summer Symposium
- Mixers
- Lunch & Learn
- Other
- Item #8 “Event Location Hosts” section has been updated to allow up to two (2) complimentary registrations to the host organization and up to 10 discounted registrations at 25% discount for other members of that organization. Further discounted registrations may be negotiated upon approval by the Program Director and President or Vice President.
- Item #9, “Award Recipients” section has been updated to allow for *Wes McClure Outstanding Award* recipients may invite up to two (2) guests who shall receive registration at a 50% discounted rate, not to exceed \$100 per guest. Additional guests shall pay the regular registration rate for the event.

- Item #10 “Students” section has been added and allows up to five (5) MMANC student members a 50% discount off the early bird registration rate for any signature event or annual conference per calendar year.
- Item #13 “Other Discounted and Complimentary Registrations” details how approvals are given and establishes consistency to approving requests going forward.
- Item #14 “Accountability and Reporting” establishes the requirement for a semi-annual reporting of all complimentary and discounted event registrations in the past six-months to the Board of Directors.
- Item #15 “Budgeting for This Policy” establishes a budget requirement where a dollar amount is approved in the budget for the purposes of complimentary and discounted event registrations.

Sincerely,

Joanna Altman | Ellie Dallman | Chantal Gaines | Eric Zetz
MMANC Comp Policy Sub-Committee

MMANC COMPLIMENTARY AND DISCOUNTED EVENT REGISTRATION

The following Policy has been adopted by the Board of Directors of the Municipal Management Association of Northern California (MMANC) on XXXXX.

1. POLICY GOAL

MMANC seeks to reduce barriers for those interested in participation on the MMANC board and or event organizing committees. This policy provides guidance and consistency regarding eligibility for complimentary and discounted event registration for all MMANC events. Through this policy, MMANC sets clear direction for which events will be comped or discounted and establishes a reporting process to ensure transparency and consistency for complimentary and discounted event registration. This policy is available (if needed) for MMANC Board of Directors, Members, Corporate Partners, and other local government professionals referenced in the policy to provide the opportunity for participation at no cost in order to boost participation.

2. OVERVIEW

MMANC recognizes the commitment and dedication of its Board of Directors, Members, Corporate Partners, and other local government professionals, who voluntarily give their time to the organization. In recognition of their efforts, MMANC has assistance resources (if needed) for a complimentary or discounted event registration as outlined in this policy.

3. TIMEFRAME

This policy may be applied once annually per person unless otherwise noted. If needed, the MMANC Board of Directors, Members, Corporate Partners, and other local government professionals referenced in this policy, shall be eligible to receive a complimentary or discounted event registration, as outlined in this policy, only once per calendar year. If said representatives choose not use the complimentary or discounted event registration in that calendar year, the complimentary or discounted event registration will expire and cannot be carried forward to the subsequent calendar year. If said representative is in an eligible position in the subsequent calendar year, the timeframe will restart.

4. MMANC BOARD OF DIRECTORS

All MMANC Board of Directors are encouraged to attend events coordinated and hosted by MMANC for the purpose of supporting fellow Board members, building relationships with potential future Board members, making connections with future partners, and recruiting

members into the organization. Thus, the following complimentary or discounted event registration options will be available to the Board of Directors:

EXECUTIVE BOARD MEMBERS

The MMANC Executive Board consists of the MMANC President, Vice President, Program Director, Membership Director, Finance Director, Communications Director, Conference Director, and Past President. These Executive Board members shall be provided one (1) complimentary registration to one (1) Signature Event (Winter Forum, Women's Leadership Summit, Summer Signature Symposium) and one (1) Region event annually.

REGION CO-CHAIRS

Region Co-Chairs are responsible for coordinating and hosting a minimum of 2 regional events per year. When a Region hosts an event, the Region Co-Chairs planning the event usually have responsibilities on the day of the event. Thus, the Region Co-Chairs planning the event shall be provided one (1) complimentary registration, to attend the event. This shall apply to only one of the events that the Region Co-Chair participates in planning.

5. SIGNATURE EVENT CO-CHAIRS

Planning a signature event can be a considerable time commitment. In recognition of their efforts, all signature event Co-Chairs shall be provided one (1) complimentary registration to attend the signature event which they are coordinating. If the co-chair is an active board member or region co-chair, this registration would be in addition to the complimentary or discounted event registration allowed for Board of Directors outlined in section 4.

6. PLANNING COMMITTEE MEMBERS

It is necessary for Signature Event and Annual Conference Co-Chairs to assemble a planning committee large enough to delegate the many tasks associated with a complex event. In recognition of the need to attract planning committee members, and to reward their efforts, planning committee members of any signature event or annual conference shall be provided registration at a 50% discount from the early bird registration rate once per year, not to exceed \$100 per registration.

7. SPEAKERS / PRESENTERS

Eligible speakers at any event shall receive one (1) complimentary registration pass for the day in which they are speaking. An eligible speaker is defined as a person listed as a presenter of some sort, at the event. Speakers who are eligible for a complimentary pass through other event roles will not receive an additional complimentary speaker pass, nor

are they permitted to transfer their speaker registration to someone else. Event Co-Chairs, on approval of the Program Director and President or Vice President may negotiate discounted or complimentary registration beyond what is provided above. The Executive Board will report these decisions to the full Board of Directors in a semi-annual report about all complimentary and discounted event registrations.

8. EVENT LOCATION HOSTS

Many organizations choose to host MMANC events at little to no cost for space rental. As a thank you for such hospitality, MMANC can offer two (2) complimentary registrations to the host organization (if applicable) and up to 10 discounted registrations at 25% discount for other members of that organization. Further discounted registrations may be negotiated upon approval by the Program Director and President or Vice President. The Executive Board will report these decisions to the full Board of Directors in a semi-annual report about all complimentary and discounted event registrations.

9. AWARD RECIPIENTS

Recipients of the Wes McClure Outstanding Assistant Award, Rising Star Award, and Ed Sajor Memorial Student Award shall be provided one (1) complimentary registration, for their personal use, to attend the event at which they are receiving an award. Award recipients may invite up to two (2) guests who shall receive registration at a 50% discounted rate, not to exceed \$100 per guest. Additional guests shall pay the regular registration rate for the event.

10. STUDENTS

Up to five (5) MMANC student members may receive a 50% discount off the early bird registration rate for any signature event or annual conference per calendar year. The student may only take advantage of this benefit one time per calendar year and may not take advantage of this benefit two consecutive years. This does not include scholarships.

11. EXECUTIVE ROUNDTABLE PARTICIPANTS

Many executive level leaders participate in MMANC activities for the sole purpose of assisting MMANC members with personal and professional growth and development. At some MMANC events, particularly the Women's Leadership Summit, MMANC hosts an Executive Roundtable where executives mentor event participants in a group setting. Such executives shall be provided with the early bird registration rate regardless of when they register for the event. Event Co-Chairs, on approval of the Program Director and President or Vice President may negotiate discounted or complimentary registration beyond what is provided above.

12. CORPORATE PARTNERS

Corporate Partners shall receive complimentary registrations to Regional Events, Signature Events, and the Annual Conference in accordance with that year's current Corporate Partner Prospectus and their individual agreement with MMANC.

13. OTHER DISCOUNTED AND COMPLIMENTARY REGISTRATIONS

Event sponsors, other than Corporate Partners, may receive discounted or complimentary registration as negotiated with the event Co-Chairs, and on approval of the Program Director and President or Vice President. The Executive Board will report these decisions to the full Board of Directors in a semi-annual report about all complimentary and discounted event registrations. Approvals will be determined based on:

- Consistency for the type of request
- The MMANC budget and event budget
- Other complimentary registrations given thus far in the year

14. ACCOUNTABILITY AND REPORTING

The Executive Board will report to the full Board of Directors in a semi-annual report about all complimentary and discounted event registrations for the prior six (6) months. This report must be its own agenda item.

15. BUDGETING FOR THIS POLICY

The full MMANC Board of Directors shall approve, in its annual budget, a set dollar amount to cover the complimentary and discounted event registrations. The adoption should be accompanied by a brief report to show the complimentary and discounted registrations awarded the prior year.