

# KSGFOA Newsletter

Kansas Government Finance Officers Association



Quarterly Newsletter of the Kansas Government Finance Officers Association • 2005, No. 2

## 2005 Board of Directors

### Officers

#### President

Chris Chronis, Chief Financial Officer • Sedgwick County  
316-660-7591 • [Cchronis@sedgwick.gov](mailto:Cchronis@sedgwick.gov)

#### Vice President

Debra Daily, Assistant Director of Finance • City of  
Manhattan  
785-587-2467 • [Daily@ci.manhattan.ks.us](mailto:Daily@ci.manhattan.ks.us)

#### Secretary

Maureen Rogers, Finance Director • City of Merriam  
913-322-5509 • [maureenr@merriam.org](mailto:maureenr@merriam.org)

#### Treasurer

Ron Ahsmuhs, Finance Director/City Clerk • City of  
Newton  
316-284-6019 • [rahsmuhs@newtonkansas.com](mailto:rahsmuhs@newtonkansas.com)

### Other Board Members

(Term Expiration in Parentheses)

Jean Epperson (2005), Director of Finance/City Clerk •  
City of Derby  
316-788-1519 • [jean@derbyweb.com](mailto:jean@derbyweb.com)

Ben Hart (2007), Chief Financial Officer • Unified  
Government of Wyandotte County/Kansas City, Kansas  
913-573-5288 • [bhart@wycokck.org](mailto:bhart@wycokck.org)

Robert Reece (2006), County Administrator •  
Pottawatomie County  
785-457-3455 • [rreece@pottcounty.org](mailto:rreece@pottcounty.org)

Diane Rosecrans (2007), Director of Finance/City Clerk •  
City of Winfield  
620-221-5593 • [drosecrans@winfieldks.org](mailto:drosecrans@winfieldks.org)

Gena Schallehn-McDonald (2005), Budget Manager •  
City of Overland Park  
913-895-6158 • [gkschall@opkansas.org](mailto:gkschall@opkansas.org)

Linda Wood (2006), City Controller • City of Topeka  
785-368-3970 • [Lwood@topeka.org](mailto:Lwood@topeka.org)

### GFOA Representative

Dennis Howard, Director of Finance & Administration •  
Johnson County Department of Infrastructure  
913-715-8319 • [dennis.howard@jocogov.org](mailto:dennis.howard@jocogov.org)

### WSU Affiliates

Mac Manning, Public Affairs Associate • Wichita State  
University  
316-978-6541 • [Mac.Manning@wichita.edu](mailto:Mac.Manning@wichita.edu)

Bart Hildreth, Kansas Regents Distinguished Professor of  
Public Finance • Wichita State University  
316-978-6332 • [Bart.Hildreth@wichita.edu](mailto:Bart.Hildreth@wichita.edu)

## President's Message

Chris Chronis • Chief Financial Officer, Sedgwick County

I've had a fair amount of success in a career that is entering its fourth decade. It's pretty amazing when you think about it: a geeky kid from poorly educated working-class parents grows up in an inner-city neighborhood where residents have little interest in — and less influence on — the actions of government, but then as an adult spends much of his career managing millions of dollars of taxpayers' money and helping to develop public policies that shape his community. Only in America, right?

I don't know if that's true, but I do know this: nearly every good idea I've been given credit for in my career originated with someone else. In many cases it's been people I work with. In many others, it's been people just like me who work for other governments, and who I knew through my participation in organizations such as KSGFOA. There's not a month that goes by without me trying to learn how someone else has dealt with an issue I'm facing, and I never fail to find answers that are in some way better than those I'd have provided on my own.

So because I like to be seen as successful by my bosses, I remain active in KSGFOA and GFOA and other similar organizations. I don't do this because of what I learn from those organizations; I do it because of what I learn from the other members. And what I learn is directly proportional to the size and level of engagement of the membership.

I am delighted, therefore, to tell you about two actions that have been taken by the officers and board members of your Association, both of which promise to increase the size of our membership.

First, in response to a question asked by an employee of Kansas City, Missouri, they have agreed to submit for your consideration an amendment to the Association's by-laws that would create a new membership class offering us a chance to grow KSGFOA. This new class would be known as 'Affiliate Members' and would consist of public officials having significant responsibilities for accounting or financial systems of governments in other states. Affiliate members would pay the same dues as 'Full members' but would be ineligible to serve as officers or board members.

Amendment of the by-laws to provide for Affiliate members will require approval of a majority of our members voting on the issue at our next annual meeting, which will be at our Annual Conference in October in Overland Park. Before then you will receive the specific proposed language to be added to the by-laws, and I hope you'll give it your favorable consideration.

The second action taken by the officers and board was to authorize a membership drive that offers a payoff to you. Effective immediately we will give a free registration to the 2005 Annual Conference — a value of \$150!! — to every current member who entices at least five new members to join KSGFOA. There are only three simple rules:

1. The new members must truly be new, not 2004 members who were negligent about sending in their renewals.
2. The membership form they send in must identify you at the bottom of the page. There's no designated place for this; for you to get credit we just need to see you identified on the form somehow.
3. Both the membership forms and the associated member fees must be mailed to the address indicated on the forms and postmarked no later than May 15, 2005.

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# How I Completely Changed Jobs Without Leaving My Chair

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by Laurie Krause

For years the staff at Water District No 1 in Johnson County has been quietly petitioning for an upgrade to our old legacy computer system. Born in the early 1980s, the legacy financial, customer accounts, inventory and work-order system had been reworked and massaged over the past 20 years to the point where it was groaning to accommodate our needs. The result was a serviceable but fairly inelastic and un-integrated information system with a lot of redundant, manual data entry and little *ad hoc* reporting.

Suddenly in late 2003, all the necessary political and funding ingredients came together, and staff was authorized by our governing board to begin investigation into purchasing an enterprise-wide computer system (*a.k.a.* an ERP system). At that time a commitment was made that we were going to “do it right.” The District hired a “Selection Consultant,” who assisted in the creation of the Request For Proposal (RFP) for the ERP software and an RFP for an implementation consultant. With staff’s high expectations and comprehensive shopping list of system needs, two things quickly became apparent: the work-order and customer care modules were going to be the most highly weighted in the selection criteria; and, the District was going to need a very powerful “first tier” ERP system.

A variety of District staff spent the spring and summer months of 2004 reviewing proposals and sitting through scripted software demonstrations. Meanwhile, the budget for the project had been set at \$3 - \$4.5 million. Through the summer of 2004, the following decisions were also made: 1) we would do a “big bang” and implement the financial, work-order, customer accounts, project, material management, human resources and payroll all at the same time; 2) we would use the “utility template” concept and fast track the implementation into a six-month timeframe, so as to have the implementation done before the busy summer season; and 3) we would take the advice we had all heard a million times before and commit to not requiring any special configurations that would cause us problems in software support and upgrades down the line.

In the fall of 2004, staff recommended the purchase of SAP software and the implementation services of a consulting firm called TUI, and the final budget was set at \$4.7 million for both software and hardware. Implementation came like a 100 mile-per-hour freight train in mid-October, with the invasion of no less than twenty implementation consultants. Vacations were frozen from October through April, with the exception of a week at Christmas and Thanksgiving. October through December was spent in non-stop meetings with TUI consultants to workshop nearly every business process we have, from issuing water bills to submitting unclaimed property. And then we would have more meetings to “blueprint” those processes into the SAP way.

In addition to the stress of the long hours (days spent with consultants and nights doing our day job) the real stress came from having to blanket-accept whole business process changes, because the SAP way didn’t match how we had done things. Blueprint meetings were started, with District staff declaring to

the implementation consultant “over my dead body will we....” and four hours later walking out of the meeting beaten into submission. It wasn’t so much that the consultants would argue you to death...they just wore you down with logic and patience. During the winter of 2004, I saw changes in business practices that I never thought would occur in a million years. Sacred cows were falling all over the place, and we were all walking the halls with glassy eyes from getting hit with the change stick. The vast scope of the project touched nearly every department in the District, so at least we all had the comfort that we were going through it together.

January brought a lull in consultant activity as TUI began the system configuration, but it also brought the end of our fiscal year. Road weary already, we swung into action to close the 2004 financial records and prepare for the external audit that would start in February. During those months from October through January, I became amazed at the stamina and dedication shown by my staff. They rose to the occasion again and again; their willingness to work and their sense of humor in the face of continuing change kept those first few months from being a complete nightmare.

Stay tuned for part two, to hear the drama of the last half of the saga called “*Be careful of what you ask for...you may get it*”.

Laurie Krause is the Accounting Manager for Water District No. 1, Johnson County. Krause can be contacted by phone at (913) 895-5513 or email at [lkrause@waterone.org](mailto:lkrause@waterone.org).

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## 10th Annual Midwest Regional Public Finance Conference—A Follow Up

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by Mac Manning

The 10<sup>th</sup> Annual Midwest Regional Public Finance Conference held February 23 through 25, 2005, drew nearly 70 participants for information and discussion issues facing the public sector. Three pre-conference sessions covered Intermediate Governmental Accounting, Financial Trend Monitoring Systems (FTMS), and Replay of the 9th Annual Governmental GAAP Update, GFOA Satellite Videoconference.

Michael A. Pagano, Director, Graduate Program in Public Administration, College of Urban Planning and Public Affairs, University of Illinois at Chicago, made the conference’s keynote address on the subject of Trends in Local Government Fiscal Condition. *Best Practices in Debt Issuance and Management* provided the focus for the George Van Riper Endowed Public Finance Colloquium. Concurrent breakout sessions included such topics as: Measuring Performance; Rooting Out Fraud; Economic Development and Constitutional “Takings Clause” Violations; Capital Assets; Best Budget Practices; and Media Relations.

The annual KSGFOA luncheon and business meeting was held on Friday. Our thanks to the participants, and to the business and agency sponsors for making this year’s conference another success.

Mac Manning is a Public Affairs Associate for Wichita State University. Manning can be contacted by phone at (316) 978-6541 or email at [Mac.Manning@wichita.edu](mailto:Mac.Manning@wichita.edu).

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# Conference Opportunities

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## RISK MANAGEMENT

The Missouri/Kansas Public Risk Management Association (PRIMA) has an annual conference scheduled for **April 20 through 22, 2005**, at the Lodge of Four Seasons, Lake of the Ozarks, Missouri. Room reservations should be made by March 21, and the conference registration deadline is **April 14**. For more information, contact Carla Ahrens, State of Missouri, Office of Administration, Risk Management, P.O. Box 809, Jefferson City, MO, 65102, phone 573-751-4044. Registration for members is \$50; non-members \$75; students \$25, and PRIMA has negotiated a room rate of \$93/night for single or double occupancy at the Lodge.

## ACCOUNTING

The Kansas Government Finance Officers Association (KSGFOA) and the Kansas Public Finance Center will co-sponsor a Spring Seminar on the "Fundamentals of Governmental Accounting" in Wichita from 9:00 A.M. - 4:00 P.M. on Thursday, **April 21, 2005**, at the Hughes Metro Complex, 29th & Oliver, Room 132/Entrance C. On-line registration is available at <http://hws.wichita.edu/content/view/240/181/>. Registration fee is \$85.00.

## DIVERSE PROFESSIONAL TRAINING

The Topeka Chapter of the Association of Government Accountants (AGA) has scheduled its 2005 Midwest Regional Professional Development Conference in Topeka, Kansas, on **May 12 and 13, 2005**, at the Topeka Holiday Inn Holidome, located at I-70 and Fairlawn Road. Room rates are \$68 per night. The conference theme is "Accountability Challenges in an Interdependent World." Registration for members, prior to **April 1, 2005**, is \$200 (\$220 after April 1); non-members can register for \$230 prior to April 1 (\$250 after April 1). On-line registration is available at <http://www.da.state.ks.us/ar/forum/aga/pdc05.htm>.

## MULTI-TRACK PROFESSIONAL TRAINING

The 99<sup>th</sup> Annual Government Finance Officers Association (GFOA) international conference, "Expanding the Frontiers of Government Finance," is in San Antonio, Texas, this year on **June 26 through 29, 2005**, with pre-conference seminars on June 24 and 25, 2005. Registration for members, prior to **April 15, 2005**, is \$345, and rooms range from \$99 to \$169 per night, depending on hotel location and single or double occupancy. On-line registration is available at <http://www.gfoa.org>.

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# Employment Opportunities

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## Hutchinson

### DIRECTOR OF FINANCE

The City of Hutchinson is currently recruiting a Director of Finance, responsible for financial operations, including expenditure oversight, preparing the annual budget, and ensuring compliance with budget laws. Requirements:

- 4 to 6 years municipal budget experience (prefer experience with Kansas' budget law)
- Bachelor's degree in Accounting, Finance or related field **OR** an equivalent of 10 years of related experience and training (prefer Master's degree)
- Must comply with residency requirement within one year of employment

Salary range \$5,009 to \$6,777 per month. This position is open until filled, with a first review of applications on April 1, 2005. To

apply, submit an electronic application at [www.hutchgov.com/](http://www.hutchgov.com/) employment. For additional information or questions please call Mellisa Miller at (620) 694-2642.

## Olathe

### DIRECTOR OF STRATEGIC FINANCIAL MANAGEMENT

The City of Olathe has an opening for a Director of Strategic Financial Management, who is responsible for planning, directing, coordinating, and administering all operations of the City's Strategic Financial Management Department, achieving goals and performance standards in support of all other City operations, and to represent the City in many complex financial negotiations, including economic development proposals and projects. Requirements:

- Bachelor's degree in Public or Business Administration, with a concentration in finance, accounting, or economics required, Master's Degree and/or CPA or equivalent combination of education & experience required.
- Significant and increasingly responsible financial and organizational management experience required. Municipal experience in a large and complex organization preferred.

Starting salary \$100,000+/-, depending on qualifications and experience. Position is open until filled. To apply, send cover letter, resume, and references to the City's search consultant: Steve Barnard, The PAR Group, 100 N Waukegan Road, Suite 211, Lake Bluff, IL 60044. Phone 847-234-0005; FAX 847-234-8309; Email: [resume@pargroupltd.com](mailto:resume@pargroupltd.com). Additional position information available at <http://www.pargroupltd.com>.

## Johnson County

### DIRECTOR OF BUDGET AND FINANCIAL PLANNING

Johnson County has an opening for Director of Budget and Financial Planning, who will serve as the principal officer of the Budget and Financial Planning Department. The Director's responsibilities include serving as an internal consultant concerning budget and financial planning; establishing goals and objectives to facilitate the achievement of the County's fiscal goals within the approved annual budget; formulating, implementing, administering, disseminating and interpreting budget and financial planning policies and procedures; monitoring budgets; advising departments and agencies on potential courses of action regarding financial and/or operational matters; compiling and analyzing annual budget information to create the annual budget recommendation for the County Manager; serving as the primary contact on the County budget for the Board of County Commissioners, County Manager, departments/agencies, media, internal and external organizations and citizens; coordinating the implementation of the approved annual budget; monitoring the overall budget for administration; working to incorporate strategic issues into the annual budget process and to provide expert advice on various financial and operational issues; and managing department staff. Requirements (education may be substituted for experience and experience may be substituted for education):

- Bachelor's degree in accounting, business administration, public administration or a related field (prefer Master's degree)
- Five years of progressively more responsible financial management experience, preferably in public sector
- Two years of supervisory experience

Salary range is \$83,870 to \$121,144 on qualifications and experience. Position is open until filled. To apply, contact The Spencer Reed Group, Attention Deb Tompkins-North, 6900 College Blvd, Suite 1, Overland Park, KS 66211; 913-663-4400. For a more complete description of position requirements, go to: <http://www.jocoks.com>.

**Topeka**

**LABOR RELATIONS DIRECTOR**

The City of Topeka is seeking an experienced Human Resources professional to serve as chief employer spokesperson in negotiating, administering and interpreting eight collective bargaining agreements, with responsibility for approval of tentative labor agreements and for interpreting all disputed or contested provisions within a labor agreement. Requirements:

- Bachelor's degree in Public Administration, Business Administration, Human Resources Management, Labor Relations, or related field
- At least 7 years of Human Resources experience, including at least 3 years of collective bargaining and supervisory experience

Salary range \$55K – \$65K annually, DOQ. Applications accepted until the position is filled or after a sufficient number of candidates have been interviewed. To apply, candidate must submit a City of Topeka employment application, which can be accessed at <http://www.topeka.org>. For additional information or questions, please call Michele Smith at (785) 368-3867.

**Kansas City, Missouri**  
**DIRECTOR OF FINANCE**

The City of Kansas City, Missouri, has an opening for Director of Finance. The position is appointed by and reports to the City Manager. The Director of Finance oversees seven Divisions: Accounts, Financial Analysis, Financial Monitoring, Purchasing and Supplies, Revenue, Support Services, and Treasury, with 179 full-time-equivalent managerial, professional, technical, and administrative positions, and a 2004-2005 budget of approximately \$10.5 million.

Requirements:

- Bachelor's degree in accounting, finance, or public/business administration, with a graduate degree highly desirable
- Significant and progressively responsible municipal financial and organizational management experience required
- Must establish residency in the city limits of Kansas City, Missouri

Salary range: \$6,684 to \$12,122 per month, plus City contribution of 10% of salary to 401A profit-sharing plan and excellent benefits package. Final salary and compensation are negotiable, DOQ&E and record of achievement. Position is open until filled. Inquiries and applications should be directed to the City's executive search consultants: Robert Beezat, The PAR Group, 100 N Waukegan Road, Suite 211, Lake Bluff, IL 60044. Phone 847-234-0005; FAX 847-234-8309; Email: [resume@pargroupltd.com](mailto:resume@pargroupltd.com). Additional position information available at <http://www.pargroupltd.com>

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# Please...Don't Let Go of Those Pop Tabs!

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by Sharon Wiedmaier

As you may know, another organization for government administrators, the Kansas Society for Certified Public Managers (KSCPM), has adopted Ronald McDonald House Charities (RMHC) as a community support project. KSCPM members are collecting pop-tabs to donate to the charity. Most of us probably know that RMHC has houses near hospitals across the country, which offer free or low-cost room and board to families with children hospitalized nearby. But the RMHC has a broader mission.

By creating, finding, and supporting programs that directly improve the health and well being of children, Ronald McDonald House Charities is working to better the lives of children and their families around the world. To date, RMHC and its global network of local Chapters have awarded more than \$400 million dollars in grants worldwide towards its mission to make an immediate and positive impact on as many children as possible. RMHC has a global network of more than 180 independent local Chapters, in 47 countries.

The pop-tab donation program is a simple way to help support the RMHC mission. The aluminum can is valuable, but the can's tab is made of a more pure, high-grade aluminum than the rest of the package. Pop tabs are easily removed from the can, clean, convenient, and ecologically smart. Of course, we encourage everyone to also recycle the can, but before you toss it in the recycling bin, please pull the tab off and put it in a collection box for the Ronald McDonald House.

The collection boxes can be found at local McDonald's restaurants, or you can bring or mail them to the KSCPM:

**Kansas Society of Certified Public Managers**  
c/o Kansas University Capitol Center  
715 SW 10th, Suite 210  
Topeka, KS 66612

**Pop Tab Fun Facts:**

- The Minneapolis/St. Paul Ronald McDonald House community established the Ronald McDonald House Charities' Pop Tab Collection Program in 1987.
- To date, over 400 million pop tabs have been collected, generating over \$300,000 for the charity.
- The original ring-pull can was invented in 1962.
- The pop tab was invented by Mr. Ermal Frazee in Kettering, Ohio.
- Kettering's Frazee Pavilion, a popular amphitheater in Dayton, Ohio, is named after the pop tab inventor.

Sharon Wiedmaier is a Public Service Administrator I for the Kansas Department of Administration, and the KSCPM Community Service Committee Chair. Wiedmaier can be contacted by phone at (785) 296-2433.

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# Time to Trade?

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courtesy of Bernie Hayen

City of Manhattan Finance Director Bernie Hayen has generously shared Manhattan's model for deciding the probable replacement date of their vehicles. The worksheet is MS Excel, and Bernie has offered to forward the file to anyone who is interested. He has also agreed to answer questions about the use of this tool. The rating scale, followed by a sample for a specific vehicle follows on pages five and six of this newsletter. Thanks to Bernie for his willingness to share.

# Sample Rating Scale

<b>City of Manhattan Rating Scale</b>	
Age	.85 of 1 point for each year of chronological age, based on in-service date.
Miles/Hours	.85 of 1 point for each 10,000 miles or 300 hours of use.
Type of Service	1, 3, or 5 points are assigned, based on the type of service the vehicle receives. For instance, a public works vehicle may be given a 5, because it is in very frequent duty service. In contrast, an administrative sedan that is part of the city pool may be given a 1.
Reliability	Points are assigned as 1, 3, or 5, depending on the frequency that a vehicle is in the shop for repair. A 5 is assigned to a vehicle that is in the shop two or more times per month on average, while a 1 would be assigned to a vehicle in the shop an average of once every month or so.
Maintenance & Repair Costs	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal to 80% or greater than the vehicle's original purchase price, while a 1 is given to a vehicle with life M&R costs equal to 20% of the vehicle's original purchase price.
Condition	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used, with 5 being poor condition.

<b>Point Ranges</b>			
Under 19 points	Condition I	Excellent	Code = Exc
20 to 24 points	Condition II	Good	Code = Good
25 to 29 points	Condition III	Qualifies for replacement	Code = QFR
30 points and above	Condition IV	Needs immediate consideration	Code = NIC

# VEHICLE REPLACEMENT INDEX (VRI) MODEL GUIDELINES

**MAKE** Ford  
**MODEL** Taurus GL Sedan  
**DEPARTMENT** Finance (pool vehicle)  
**YEAR PURCHASED** 1994  
**CLASSIFICATION** General Use Vehicle

**Reference Number** 2

Value Remaining in Vehicle \$715 <http://www.kbb.com/> *Kelley Blue Book (use trade-in value)*

## General Information

Current Number of Miles	70,344	
Average Annual Mileage	6,395	"Current Number of Miles" <i>divided by</i> "Age of Vehicle"
Expected Mileage After 12 Years	76,739	"Average Annual Mileage" <i>times</i> "Expected Life of Vehicle"
Age of Vehicle (in years)	11	
Interior/Exterior Condition	3	<i>Scale of 1-5, with 1 being excellent</i>
Type of Use	1	<i>Scale based on type of service. Vehicles with the lightest use are rated 1, moderate use 3, and heavy use 5</i>

## Depreciation Information

Original Purchase Price	\$12,106	
Expected Life of Vehicle (in years)	14	
Annual Depreciation (if any)	\$865	<i>Straight-line depreciation</i>
Amount of Depreciation Left	\$2,594	

## Cost Information

Maintenance Cost-to-Date	\$587	<i>Value is taken from fleet maintenance (less fuel &amp; accident repair)</i>
Number of Hours in Shop	9.23	<i>Value is taken from fleet maintenance records</i>
Cost as a Percent of Original Price	4.8%	<i>"Maintenance Cost-to-Date" divided by "Original Purchase Price"</i>

Unused Mileage 49,656 → *Based on a* 120,000 *mile minimum*

## City of Manhattan Rating

*(see reverse for explanation)*

Age	9.35	<i>For every year of chronological age, .85 points are added</i>
Miles/Hours	5.98	<i>For every 10,000 miles or 300 hours, .85 points are added</i>
Type of Use	1.00	<i>Based on the "Type of Use" above</i>
Reliability	1.00	<i>Based on the "Number of Hours in Shop" above</i>
Maintenance & Repair Costs	1.00	<i>Based on "Maintenance Cost as a Percent of Original Price" above</i>
Condition	3.00	<i>Based on "Interior/Exterior Condition" above</i>
<b>Total</b>	<b>21.33</b>	

**Overall Rating** Good      **Current CIP Replacement Schedule** 2009