



July 1998

Sailing Into the New Millennium

1999 CSMFO Annual Seminar Committee, Monterey

The theme for the 1999 Annual Seminar in beautiful Monterey is "Sailing into the New Millennium" and the program is beginning to shape up very nicely.

Seminar Host Co-Chair and President-Elect Mary Bradley of Sunnyvale set the tone at our seminar "kick-off" meeting by saying that when it comes to program content we should focus on three things: quality, quality and quality. So with that clear goal in mind we've sketched out a program that will compel you to stay indoors despite what we're sure will be beautiful weather. Program topics fall into one of three broad categories: General Finance, Technology, and People Skills. We made a special effort to emphasize the latter skill set as studies have shown (CSMFO really did a study) that this is where finance officials need help the most.

Just to whet your appetite, program topics include "Finance Office of the Future", "Negotiation Skills" Parts I and II with Senator David Landis, "New Trends in Long-term Financial Planning" and "Electronic Commerce Impacts on City Revenues." As you can see, we tried to keep program content in line with our "Sailing into the New Millennium" theme.

We are very excited about the keynote speakers we have in store for you. One is Jim Tunney, Ed.D., who is an educator with 28 years experience as a teacher, coach, principal and Superintendent of Schools in Southern California. He is perhaps best known for his 31 years as National Football League referee #32. Dr. Tunney worked some of the most famous NFL games in history (including three Super Bowls) and he weaves this experience, along with his background as an educator and writer into his address.

**Riverside Hosts Entry
Level Government
Accounting Class July 16**

Reserve NOW!

To send us off on Tuesday, we have booked David Pearce Snyder, a Futurist, which seemed appropriate for the last conference of the millennium. Mr. Snyder is life-styles editor of *The Futurist* magazine, and a social forecaster whose conferences on strategic management and decision-making have been attended by representatives from most of the Fortune 500 companies.

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Be heard!

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input from all
CSMFO
members on
topics in any
department
section.*

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www.csmfo.org

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Guest Spotlight - Wayne Lowry President, Oregon Municipal Finance Officers Association

Oregon Local Government Issues

Wayne Lowry, Director of Finance for the City of Tigard, Oregon, shares with us some thoughts on what's happening "north of the border."

Since 1991, Oregon property taxes as a source of local government funding have been diminished by one initiative after another. Measure 5 passed in 1990, placing an immediate rate limit of \$10 for all non-school operating taxes on each property. Measure 5 also limited the use of General Obligation Bonds and the use of some forms of fees and charges.

In 1996, voters passed Measure 47. This measure would have rolled back property taxes paid on each property to 90% of the 1995/96 amount and then limited growth to 3% per year. As written, this measure would have reduced property tax revenues to some municipalities by up to 30%. The legislature referred Measure 50 to the voters in May 1997 to repeal Measure 47. This measure sought to retain the tax reduction features of Measure 47, but make the cuts in a more local way. The measure reduced property taxes by 17% on the average.

The Oregon property tax system was converted to a rate system by Measure 50. Values were reduced to 90% of 1995/96 levels and future growth was limited to 3% per year. Local tax authority was reduced by an average of 17% and then converted to a permanent rate. As a result of these changes, property tax revenues can only grow by 3% each year plus new construction.

With the continual attack on property taxes as a stable revenue source, local governments in Oregon have had to cut back on the costs of basic services and to lessen dependence on property taxes.

The Measure requires a majority voter turnout for all tax measures at any election except November of even numbered years. Many local governments have passed recent money measures only to have them fail due to the lack of majority voter turnout. A recent measure to eliminate the voter turnout requirement was narrowly defeated. November general elections in the future will be crowded with money measures. New strategies will need to be developed to educate voters on the merits of competing money measures without overwhelming and confusing them with information.

In the face of tax limitations and more stringent voting requirements, Oregon continues to grow and more demands continue to be made upon local governments for quality services. Creative solutions and the desire and commitment to work together will prepare Oregon municipalities for the challenges of the new millennium.

Riverside "Raids" the Millennium Bug

Shari Forster, Revenue and Contracts Manager, Riverside
 Jerry Rogers, Finance Director, Riverside

Like many agencies both public and private, the City of Riverside faces a multitude of issues regarding what has become known as the "Year 2000 problem." The City of Riverside's "Year 2000 problem" is a double-edged sword. In addition to date-sensitive software compliance issues, the City also faces obsolescence of its main-frame hardware. Legacy software programs supporting utility billing, financial systems, payroll and human resources are currently running on a Unisys A16 platform for which maintenance is no longer provided.

The City of Riverside entered into a contractual arrangement with a private firm, Business Records Corporation (BRC), effective January 1997 to manage its information technology department. BRC began an immediate assessment of the City's hardware and software with regard to Year 2000 date issues and hardware obsolescence. An extensive evaluation of options led to the City's decision to purchase replacement hardware and software for all major systems. The project scope encompasses all major systems operating on the A16 main-frame as well as an assessment of infrastructure and desktop computer requirements.

Implementation of replacement systems will take the City from a mainframe environment to a open systems, client server operation. The City has approximately 1,300 desktop computers in a range of configurations. Many will require replacement to ensure compatibility with the new systems. A City-

wide replacement and obsolescence plan includes options to lease desktop computers as part of a technology refreshment strategy.

The City has established an aggressive time table to implement replacement systems. The project consists of three distinct phases. Phase I was to assess the magnitude of issues regarding Year 2000 compliancy and hardware obsolescence and to make a recommendation to address the entire scope of the problem. The decision to replace hardware and software led to Phase II, which included the selection of replacement software and configuration of new hardware. Riverside is currently in the final stages of Phase II and beginning Phase III, which includes conversion and implementation of replacement systems. Phase III will be additionally involved because the software selection process includes separate vendors for the utility billing system and the finance/human resources/payroll functions. Implementation of the various modules will be staggered to take advantage of divergent software complexities and vendor and staffing time lines. Project time lines are still under development, but a target date of October 1, 1999

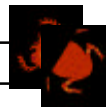
has been set for acceptance and sign-off. Additional testing and modifications may continue beyond that date.

There have been several challenges to date during this project. The City of Riverside's infrastructure required extensive upgrade to accommodate the

replacement hardware. This involved replacement of routers and switches throughout City Hall and will include upgrade of the temperature control system in the main computer room and the wiring closets on each floor. Additionally, a widespread, long-range plan to replace or install wide area networks (WAN) throughout the City will be necessary to take advantage of the enhanced functionality of the replacement systems. Although this increases the one-time costs of the project, it does address ongoing technology access issues City-wide.

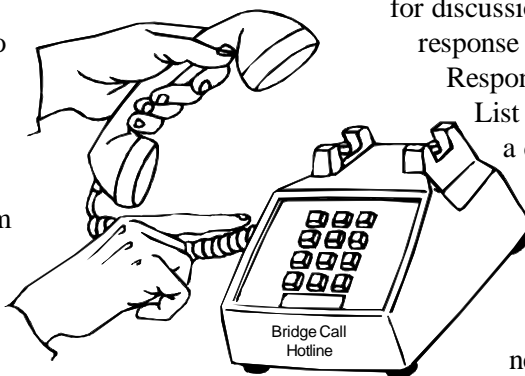
Project cost estimates of approximately \$9,600,000 were approved by Riverside's City Council in July 1997. Those costs do not include City staffing requirements for conversion and implementation or desktop computer replacement. Those costs will be addressed as the project progresses and additional needs assessments are completed. Critical path dates and budget targets have been met with the City using BRC as its systems integrator. The schedule is subject to revision based on resource commitments from all involved parties.

The "Year 2000" project at the City of Riverside will provide staff with major challenges throughout the coming months. Planning and organization are key elements to the success of managing such a complex project. Words of advice to the CFOs of the "Year 3000" project: Start early!



Bridge Calls: An Informational Link on Important Topics

Over the past few years, the Career Development Committee has organized conference calls on issues of importance to finance officers such as Y2K and Proposition 218. Anyone can participate by dialing into a conference call number and joining in the discussion. Everyone can learn from these calls as the participants range from the novice to the expert in the field. Currently, the committee is soliciting your comments on topics of interest to members. Please send your ideas via e-mail (medemaf@cacities.org), fax (916/648-8240) or phone (916/658-8210) to Frances Medema so she can forward them to the committee members.



Committee members recently suggested two topics for discussion /implementation of GASB 31 and response to the VLF elimination proposals.

Response from the CSMFO E-mail Group List indicates members would benefit from a discussion of GASB 31 implementation. The VLF discussion is a hot topic. As events change daily in this area, a bridge call may occur by the time you receive this newsletter. If immediate action is necessary, notices will be sent via e-mail and personal phone calls to encourage widespread participation.

The success of the calls depends on active member involvement. Your suggestions on topics, notifications and any other ideas are encouraged. E-mail, call or fax your thoughts now!

Entry Level Government Accounting Course July 16 in Riverside

Jerry Rogers,
Finance Director, Riverside
Chair, Career Development Committee

The Career Development Committee has developed an entry level accounting course, designed to assist those just entering government accounting. It will be presented from 8:30 am to 12:30 pm, July 16 in the City Council Chambers in Riverside, CA. The address is 3900 Main Street in Riverside (City Hall).

To reserve a slot in this, the first regional session, please call (909) 782-5660 and ask for Nancy or Patti. The cost will be \$10 per person payable at the door. Parking is available around City Hall.

Call for any other information.

CSMFO Weekend Training Workshop November 13-15

The next CSMFO Weekend Training Workshop will be held on November 13-15 at the Radisson Inn in Sunnyvale. An exciting workshop has been planned, and spaces are limited. Specific workshop information and registration forms will be available in the August issue of CSMFO *Mini-News*. Advance reservation requests will be accepted by contacting Ronnie Campbell (562) 866-9771 or Jesse Takahashi (408) 866-2113.

Sailing Into the New Millennium

continued

A very exciting feature we've added to the conference is an Exhibitors Fair scheduled on Sunday, February 28, from 12:00noon-8:00pm. This will be a great opportunity to meet with a variety of companies and their representatives. Find out all about the extensive services and products available to assist the municipal finance professional. The Exhibitors Fair will be one of the best networking opportunities at the Conference. For the early arrivals there will be a light lunch available in the exhibit hall in addition to refreshments being served throughout the afternoon, and to kick-off the annual Conference the welcome reception will be held in the exhibit hall from 6:00pm-8:00pm. This is a one-day event you won't want to miss!

Believe it or not it has actually been 21 years since Monterey last hosted the Annual Conference. We feel the City of Monterey has the best to offer when it comes to Conference sites: beautiful location, numerous sites to see, world renowned restaurants, and an abundance of recreational activities to select from. On behalf of the City of Monterey and the Conference Planning Committee, we look forward to "Sailing into the New Millennium" with you in Monterey 1999.



Jacquelyn Acosta is New South Bay Chapter Chair

Jackie Acosta, Finance Director for the City of Carson, is the new Chapter Chair for the South Bay Chapter. "I'm happy to be taking a more active role in CSMFO again," said Acosta, who has acted as Chapter Chair several times in the past years. The next South Bay meeting will be July 16.

Upcoming Events

Entry Level Accounting

July 16, 1998
Greater Riverside Area

League Annual Conference

October 2-4, 1998
Long Beach Convention Center

CSMFO Weekend Training

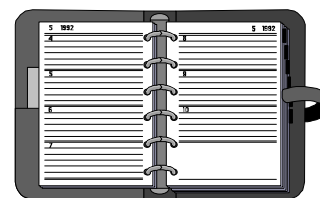
November 13-15, 1998
Radisson Inn, Sunnyvale

League Financial Management Seminar

December 3-4, 1998
Westin Hotel, San Diego

CSMFO Annual Conference

February 28-March 2, 1999
DoubleTree Monterey



CSMFO Mini-News

1400 K Street, Suite 400
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(916) 658-8210
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www.csmfo.org

When Was The Last Time You Checked Out The Website?

Information on the Website (www.csmfo.org) is being updated all the time. Surveys conducted over the CSMFO e-mail Group List are summarized and posted to the resources page. Check out the Project Outreach page to locate resource people in specialized categories to discuss the difficult municipal finance questions you confront daily. You can even find instructions on



how to join the group e-mail under mailing list. Look for some changes in the website over the next few months. Your comments and suggestions are always welcome. You may fax (916/658-8240) or e-mail (medemaf@cacities.org) your thoughts to the CSMFO office and they will be forwarded to the technology committee and the webmaster. In fact, why not join the technology committee or the career development committee and share your expertise.

What's New on WWW.CSMFO.ORG?

Administrative Leave Survey Results

Arbitrage Rebate Calculation Resources

Meetings



Orange County Chapter

Date: Thursday, July 23, 1998
Time: 11:30 AM - 1:30 PM
Place: Turnip Rose, Orange
Topic: Transportation Solutions for the Future
Spkr: Colleen Clark, TCA

Sacramento Valley Chapter

Date: July 24
Time: 10:00 AM
Place: Tahoe City Public Utility District Office Boardroom
 221 Fairway Drive
 Tahoe City, CA 96145
Rsrv: Ray Berzins
 (916) 355-7297 for details and directions.

Inland Empire Chapter

Date: July 23
Time: 11:30 AM
Place: Cask 'n' Cleaver
 Riverside
 1333 University Ave.
 Riverside, CA 92507
Spkr: Dan Waters, Exec. Dir.,
 So. Cal. Public Powers Assn.
Topic: California Electric
 Deregulation Update
Rsrv: Nicole, City of Colton
 (909) 370-5035

Desert Mountain Chapter

Date: July 23, 1998
Time: 10:30 AM
Place: Palmdale City Hall,
 Cultural Center
Spkr1: Rick Oakley, Sr. VP,
 O'Connor & Co. Securities
Topic: Land-Based Financing
 Workouts - Restructuring
 Tax Allocation Debts
Spkr2: George Majors,
 Managing Dir., Fund
 Services Associates, Inc.
Topic: How to Avoid Problems
 in the Investment of Bond
 Proceeds - Yield Burning
Rsrv: Linda Longenecker
 (805) 267-5462

Welcome New CSMFO Members



Jonathan J. Ellis
Finance Director
Half Moon Bay

Julie A. Gutierrez
Deputy Director of Finance
Pasadena

Cynthia Rosenberg
Finance Director
Fortuna

Judith Somers
Financial Services Manager
Redwood City

Dennis Shives
Dep. Dir., Admin. Svcs.
San Rafael

Movin' On

Kriste Saldana is the new Accounting Manager for the City of El Monte. **Mark J. Saladino** has taken over the position of Treasurer and Tax Collector for the County of Los Angeles. **Carl Yeats** is now Palo Alto's Director of Administrative Services, and **Christina Palmer** is the new Director of Finance at the City of Ridgecrest. Congratulations to all!

Up the Ladder

ACCOUNTING MANAGER - City of Palo Alto, CA. (Resident pop.: 57,000; Daytime Pop.: 125,000) Salary control point is \$78,995. The City's General Fund budg. is almost \$83.4 mil., the CIP budg. is \$6.9 mil., & the Utility Funds budg. is about \$112 million. The Accounting Manager reports to the Asst. Dir. Admin. Services & directly supervises a staff of 18 with an annual budget in excess of \$1.3 million. Position manages areas such as payroll, billing, accounts payable, accounts receivable, general ledger, grants acctg., capital project acctg., fixed asset acctg., & Enterprise Fund accounting. Requires equivalent of BA/BS in a relevant field (CPA or master's degree preferred) & 5 yrs. increasingly responsible exp. in acctg. & financial work, including considerable management/supervisory experience. Government acctg. exp. preferred. Send resumes immediately to Norman Roberts & Associates, Inc., 1800 Century Park East, #430, Los Angeles, CA 90067-1507, FAX to (310) 552-1113, or e-mail to NRAssoc@aol.com or call (310) 552-1112. EEO/ADA.

DIRECTOR OF ADMINISTRATIVE SERVICES - City of Dana Point, CA. Salary \$5,724 - \$6,983 monthly plus an additional 7% of salary paid as deferred compensation or cash. The City is a member of PERS, and employees pay their 7% contribution on a tax-deferred basis. The City Manager is seeking a dynamic, energetic, and skilled individual to fill a unique position that serves as his key assistant in managing major contracts such as law enforcement and fire; assisting with special projects; and directing the City's Department of Finance and Administration which includes finance, budget, treasury, personnel, employee relations, risk management, and various administrative activities. Serves as a key member of the City's executive management team. Requires a bachelor's degree in related field and five years of progressively responsible experience in municipal financial management that involved supervising professional staff. Master's degree is desirable. Resumes must be received by Friday, July 31, 1998 at 4:30 pm at: City of Dana Point, 33282 Golden Lantern, #203, Dana Point, CA 92629, Attn: Susan Cannan

Here's how to advertise your city's vacant position in the *CSMFO Mini-News*: Please fax your announcement to (916) 658-8240, attention CSMFO. Your announcement should contain the following information: Job Title, City, Salary, Position Description, and how to apply. The charge to advertise is \$8 per 40-character line. Please also include billing information, as billing will take place after the ad appears in the *Mini-News*.

Faxed job ads must be received by the 25th of each month for next month's insertion. It is also helpful if the job's filing date is at the end of the month, so that people may have two or three weeks to respond.

Call Shelley King-McGee at (916) 658-8210 for more information.



Up the Ladder, continued

ACCOUNTING OPERATIONS SUPERVISOR - City of Monrovia, CA (Sal. \$3,028 - \$3,855/mo., plus excellent benefit pkg.)

Will serve as first-line supervisor for staff performing City payroll, AP, AR, utility billing, cash collections, and other related finance operations. Requires BS in busin. administration, accounting or municipal accounting work, including two years in a supervisory capacity. Familiarity with MS Word & Excel desirable. Apply by: 07/23/98. Call (626) 932-5592 for application. City of Monrovia, 415 S. Ivy Ave., Monrovia, CA 91016. EOE.

ACCOUNTANT - City of La Mirada, CA (Salary: \$3,168 - \$3,943 per month, plus excellent benefits). Under general supervision of the Finance/Economic Development Director or Assistant Director, performs professional accounting work, prepares financial reports, analyzes and reconciles financial data, and assists in the budget preparation. Three years of responsible accounting experience in a municipal government or a related field is required. Bachelor's degree or the equivalent in Accounting, Finance, Public or Business Administration, Economics, or a related field is required. Final filing date: Friday, July 10, 1998, 5:00 pm. Call the City of La Mirada Job Information Line at (562) 943-0131 ext. 280 for an application, or apply in person at La Mirada City Hall, 13700 La Mirada Blvd., La Mirada, CA 90628. A completed City application and supplemental questionnaire (if applicable) must be submitted. EOE.

ACCOUNTANT - City of Ridgecrest, CA (Salary: \$2,507 - \$3,704/mo plus city-paid benefits). Job duties include variety of activities including payroll, A/P, maintenance of general & subsidiary ledgers, reconciliations, State Reporting, grant accounting, budgeting, & financial reporting. Requires bachelor's degree from an accredited college or university with a major in accounting, business, public administration, or finance with major coursework in accounting and a min 1 yr experience as a professional level accountant. Knowledge of governmental fund accounting, Office 97 and HTE Financial Acctg. Software preferred. Submit resume & city application to: City of Ridgecrest, Personnel Dept., 100 W. California Ave., Ridgecrest, CA 93555. Position closes Friday, July 17, 1998. Phone: (760) 371-3737.

ACCOUNTANT - City of Oceanside. Salary (\$2,652 - \$3,306/mo.) plus generous benefit package. Position will perform professional accounting work related to municipal fund accounting; a variety of tasks involving all aspects of accounting financial administration and reporting, and budgetary analysis. A Bachelor's Degree in accounting, business administration or closely-related field and three years of professional accounting experience (or equivalent combination of training and experience) required. Governmental Fund Accounting experience desirable. For application materials, contact: City of Oceanside, Personnel Office, 300 N. Coast Hwy., Oceanside, CA 92054, (760) 966-4485 for application. Closes Friday, July 31, 1998. EOE.

Attention advertisers: The cost to advertise a two-inch professional square ad is \$825 per 12 issues. If you would like to advertise your firm's services, please contact Shelley King-McGee at (916) 658-8210 and request an advertisement brochure.

Remember, nearly 1,000 people read the CSMFO *Mini-News*.