



September 1998

President's Message

Howard L. Longballa, Director of Finance, Placentia

I had the pleasure of attending Kurt Hahn's retirement celebration in Healdsburg and publicly thanked Kurt for his many years of commitment and dedication to our organization (page 7 of the August *Mini-News* delineated many of Kurt's accomplishments). It was quite an evening with approximately 400 people in attendance. I mentioned one accomplishment that Kurt can be particularly proud of - the establishment of the CSMFO "Project Outreach" publication which provides names and telephone numbers of members willing to serve as a resource to answer difficult municipal finance questions confronted on a daily basis covering 94 different topics. John deRussy (San Mateo), and 1989 CSMFO Past President, will be assuming Kurt's Senior Advisor position on the Intergovernmental Relations Standing Committee.

Please join with me in thanking Mark Prestwich, Sunnyvale, and former CSMFO Secretary for his service to our organization. Mark will be attending law school specializing in municipal election law. Mark assisted the Technology Committee

and is currently Vice-Chair of the Career Development Committee. Jesse Takahashi (Campbell) has agreed to replace Mark on that committee.

I am looking forward to our annual Strategic Planning Retreat in Santa Rosa on Friday, September 11th. The retreat is a time to review the progress/obstacles in meeting the current year's goals, reviewing the

City of Walnut is
Number One!

Weekend Training
Seminar
November 13-15, 1998

"Future CSMFO Directions" results, and an opportunity for President-Elect Mary Bradley - in conjunction with the entire CSMFO Leadership Team - to establish goals for her 1999 Presidential year. A half-day Board of Director's meeting follows on Saturday.

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Attachments:

- Weekend Training Seminar Announcement and Registration Form

Be heard!

*Mini-News is
always seeking
input from all
CSMFO
members on
topics in any
department
section.*

*It's your
newsletter!*

California Society of Municipal Finance Officers

www.csmfo.org

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President	Howard Longballa Placentia
President-Elect	Mary Bradley Sunnyvale
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Derek Hanway, Burbank
Genie Roberts, Temecula
Larry Hurst, Brea

Technology

Paul Arevalo, West Hollywood
Charles Dennis, Santa Monica
Robert C. Leland, Fairfield

Walnut Takes First Place in Budget Submission

It was close, but thanks to express delivery and a department eager to be first, the City of Walnut takes the lead in submitting their budget for this year's review. Don't let that discourage you. There is still plenty of time to submit your budgets; the deadline is November 6, 1998. You are encouraged to send the budget in early so reviewers will have ample time to give your application a thorough review. If you have any questions, please call David Spilman, City of Petaluma, Budget Committee Chair, (707) 778-4352 (spilman@netdex.com) or Anita Bingham, City of Camarillo, Budget Committee Vice Chair, (805) 388-5320.



Welcome the New Voice Behind CSMFO Line (916) 658-8210

We are pleased to announce the arrival of Mai Thi Nguyen as the new membership services representative answering your CSMFO calls. Mai brings a background of answering customer inquiries, processing reports and even some newsletters, and solving problems at the University of California at Davis. This past week Mai has observed how busy things can get around the end of the month in collecting articles and organizing the *Mini-News*. Next time you call the CSMFO office, take a few moments to introduce yourself and welcome Mai.



Jesse Takahashi Takes Over Vice- Chairmanship of Career Development Committee

Jesse Takahashi has taken over the vice-chair slot in the Career Development Committee, after Mark Prestwich announced he was resigning his position with the CSMFO and the City of Sunnyvale to go to study law. Prestwich, former CSMFO Secretary and presently a budget analyst with Sunnyvale, was accepted at McGeorge School of Law in Sacramento, and will attend classes in the fall.

Paso Robles Voters Approve Tax Override

Mike Compton, Director of Administrative Services, City of Paso Robles

At the June 2nd election, 68.3% of the electorate voted in favor of Measure "D" which authorized the issuance of \$38 million in general obligation bonds (GO bonds). For many years, Paso Robles struggled with how to fund a number of projects that were identified by both the current and previous Councils as their highest priority. The construction in 1995 of a new \$7 million city hall/library facility eliminated two of the six identified priority projects from the list. However, it left the City's general fund in a precarious position without any resources for the remaining projects on the list: mainly the expansion of Niblick Bridge from two to four lanes with pedestrian and bikeway lanes, a \$12 million project; a new public safety center estimated at \$12.5 million; and unspecified airport infrastructure improvements.

Two new council members first publicly raised the possibility of asking the voters to approve a tax override, either property tax or sales tax. Staff began investigating the pros and cons of both options. Before the final determination, the city was contacted by the local school district regarding our willingness to participate with them in a ballot measure for electorate approval of either a tax override or issuance of GO bonds.

The district had two existing special property tax overrides adopted in 1977 - \$.18 within the high school district boundaries and \$.1775 within the elementary school district boundaries. The high school district is the larger of the two districts and wholly encompasses the elementary school

district. While their tax override does not expire until fiscal year 2002, the district was anxious to approach the voters to obtain matching funds from the State for new school construction. The district asked the city to participate based on the opinion that the dire need for citywide infrastructure improvements would sway public opinion sufficiently to pass a joint ballot measure.

The measure would request the issuance of GO bonds to be supported by the \$.18 per \$100 assessed valuation for the high school district and the issuance of GO bonds supported by \$.1775 per \$100 assessed valuation within the City boundaries. The tax rate to service the GO bonds would not become effective until fiscal year 2003 clearly supporting the premise that this wasn't a new tax simply a continuation of an existing tax. Additionally, property owners outside the city boundaries and within the elementary school district boundaries would experience a 50% reduction in the current tax rate.

Given the complexities in undertaking a special property tax override, both agencies concluded a general obligation bond was the way to go. It was also determined that a joint ballot measure was not legally permissible. Each agency would have to have separate ballot measures. However, the "grass roots" citizen committee formed to garner electorate support and sway public opinion would work on both ballot measures as if they were one. As noted above, the electorate passed the city's Measure "D" for \$38 million in

GO bonds. However, the school district's Measure "C" failed by receiving only 59.2%. While a significant majority, it was not the super majority as required by law.

Although the city will not be eligible to receive property tax revenues until fiscal year 2003, the city will issue interest appreciation bonds to move forward immediately the voter authorized projects - expansion of Niblick Bridge, a new public safety center, airport industrial infrastructure improvements, new senior community center, new veterans center, and Cuesta College infrastructure improvements. The issuance of interest appreciation bonds and the council's self imposed limitations on tax rate and term length of the bonds sold will result in less than the \$38 million GO bond authorization unless citywide assessed valuation increases faster than projections.

We had legal bond counsel and financial advisors' assistance in this project. For more information, contact Mike Compton, Director of Administrative Services, City of Paso Robles at (805) 237-399 or mike@prcity.com.

CSMFO Mini-News

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Sacramento, CA 95814
(916) 658-8210
Fax: (916) 658-8240
www.csmfo.org

Career Development Corner

Jerry Rogers, Finance Director, Riverside

Good News 17-14-12

The verdict is in. We received 46 evaluation forms and got 17 excellents, 14 very goods and 12 goods along with many 'I never got bored@ and "This course needs to be expanded to 8 hours" statements. Figured out what we are talking about yet?

The Career Development Committee organized a beginning governmental accounting course held in Riverside on July 16. Brent Mason, Controller for Riverside and Kristan Livingston, Manager, KPMG presented a variety of accounting topics geared to the newcomers.

The evaluation forms indicated the session was a huge success. While the attendees felt that more time was needed to cover the material, they felt the hand outs, the auditors view of the world and the basic information was well worth the time.

The Career Development Committee is planning other training events in accounting and other topics between now and the end of the year. Our goal is HIGH-LOW. High education and training impact for low dollars. So watch the *Mini-News* for details.

GASB 31 Bridge Call

On August 19, the Career Development Committee organized a bridge call revisiting accounting and investment issues related to the implementation of GASB Statement 31. Dan Dowell, Assistant Director of Investment, California State Treasurers Office and Tom Snow, Partner KPMG both gave excellent overviews of GASB No. 31 including their insight to practical application for local agencies.

Approximately 40 individuals participated on the call which consisted of a half hour of overview with the balance of the hour dedicated to questions. All felt this was an excellent way to communicate this information and were pleased with the content.

A special thanks to Carolyn Dominguez, Accounting Manager, San Luis Obispo for all her efforts in making this bridge call a reality.

The Career Development Committee plans more bridge calls in the future....watch the *Mini-News* for details. If you have topic suggestions, please contact me or CSMFO Secretary Frances Medema.

Investment Training Date Set

Investment management of public funds is often one of the most overlooked functions...and opportunities...within our control and oversight. For the most part, negative headlines about the loss of public funds are the usual communication for which the public makes judgement.

The Career Development Committee is pleased to present an Investment Training Seminar geared to present a general overview of various aspects of investing public funds. The training is designed for individuals involved in management, accounting or oversight of the investment function.

California State Government Code, Investment policy formation, cash flow analysis, allowable investment alternatives, the investment process, risk/reward analysis, broker/dealer relationships, custodial relationships and reporting are just some of the topics covered.

The training will take place at Riverside City Hall on Wednesday, October 14 from 8:30 to 12:30. The cost will be \$15 per individual payable at the door.

To sign up for this excellent training opportunity or for more information please call Nancy Corona at (909) 782-5660.

Missed the Bridge Call?

If you were unable to join the bridge call on GASB31, all is not lost. Dan Dowell, Assistant Director of Investment with California State Treasurers Office and LAIF, graciously provided a copy of his presentation which can be found on the CSMFO website. If you do not have access to the internet, fax your request for a copy to the CSMFO office at (916) 658-8240.

City Banking Services, A Few Surprises

Ronald L. Clark, Finance Officer, City of La Verne
Chair, Cash Management Committee

Recently the City of La Verne completed a Request For Proposals (RFP) review for city banking services. Our previous "traditional" banking service branch closed over one year ago and was replaced with an in-store branch at a local grocery store. In addition, we considered the interest rate on our compensating balances account too low and since the merchant window no longer existed. We elected to launch a formal RFP process to obtain a competitive and merchant customer friendly service bank.

Seven packages were sent to local banks including our current bank. The RFP contained a number of conditions including employee service requirements such as free checking accounts for a limited period and the check paycheck cashing privileges for noncustomers. The city had a pre-proposal meeting to explain our conditions and to answer any questions. (Surprise No. 1) Four out of the seven banks sent a representative. This first meeting was reflective of more surprises to come.

On the day of reckoning when reports were due (Surprise No. 2), only three banks turned in proposals. The three banks included our existing bank, one negotiating with a property owner to open up a new branch in our town, and a third full service regional bank. We were faced with several perplexing issues. What happened to our competitive bid process? Were the conditions in our RFP too demanding for four banks not to submit?? In the end, one bank did meet all of our conditions and was therefore the clear

winner under our evaluation process. I've listed below some observations which may be helpful as you consider a banking services RFP.

1) It's not the same competitive market system out there now as it was five to ten years ago. Mergers and labor saving measures by banks have reduced some of our abilities to get the most for our city at the least cost.

2) Collateralization of city deposits as required by Government Code Section 53652 makes it difficult (i.e. not cost effective) for some of your smaller banks to submit proposals for city services. Three out of four institutions not bidding fell under this category.

3) Ask for as much as you can, expect not to get all that you hoped for. One bank not submitting a proposal indicated that the two employee service requirements were not part of their "standard" services so chose not to submit any proposal. Believe it or not, this was coming from the largest bank in our town!!

4) Use the pre-proposal meeting to clarify any unusual requests or conditions in your RFP. After initial review of the submitted proposals, send letters back to the banks to question them if they failed to provide a service. The bank may come back and offer what was originally asked for.

5) Review time took longer than expected. Contact the banks during this period with a status report or updated time schedule. They have

League of California Cities Fax-On-Demand Index

The following is an abbreviated index of the League's Fax-On-Demand program. Check out the League's website at www.cacities.org. There, you'll find a complete list.

Dial 1-800-572-5720. To retrieve a desired document, press the number of the publication.

- (11) League Publications List and Order Form
- (17) Southwest Airlines Ticket Information
- (510) Library Video Loan Service
- (21) 1998/1999 League Conference Calendar
- (38) Revenue and Taxation Policy Committee Highlights
- (41) Five-Part Series on Finance
- (45) *Western City Magazine* Subscription Form

devoted a significant amount of effort in their proposal and professional courtesy dictates they be kept informed. After selection, let the other banks know where areas they did not score well.

If you would like further information regarding our RFP process, please feel free to contact me at (909) 596-8716 or by FAX (909) 596-8737.

Have You Missed the Group E-Mail Lately?

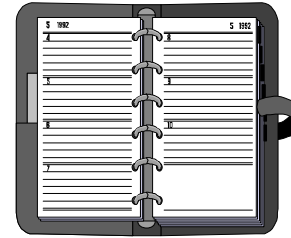
The numbers enrolled on the group e-mail list keep growing and with it the number of returned messages have increased. There are a number of reasons messages may not get to your in-box. Here are just a few:

- Change in e-mail address locations as you switch service providers or bring service in-house
- Your network server changes the address location for inbound and/or outbound messages, eg. one city adds "mail" to the e-mail address when any message is sent out
- Your system is temporarily down and messages can not be received or sent

Every effort is made to notify members when messages can not be delivered; however in some cases it is difficult to identify the subscriber from the e-mail address. If you are experiencing problems, please send a message to medemaf@cacities.org or phone the CSMFO office so the problem can be resolved. Also if someone leaves your organization and their e-mail address is eliminated, please notify CSMFO so they can be deleted from the list.

New Group E-Mail Address:
members@csmf0.org

Upcoming Events



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

Attention All Y2K-Phobes!

Frances Medema, CSMFO Secretary

We are assembling your stories of Year 2000 encounters, or snafus that you may have experienced, for future issues of the *Mini-News*. No rumours, please (airplanes crashing, pacemakers failing, etc.). We would like only certified true stories of "encounters of the Y2K kind." Well, OK - if the rumors are entertaining enough, we will print them without any identifying characteristics.

I'll go first: I heard of someone who has encountered an automatic ticketing machine located in a major airport which flashes a notice that all credit cards "must expire on or before Dec. 31, 1999" !

...Your turn.....

CSMFO Weekend Training Workshop

The Annual CSMFO Weekend Training Workshop, scheduled for November 13-15 at the Radisson Inn in Sunnyvale, is quickly approaching. Registration is limited to the first 30 respondents. A registration form detailing the specific topics of discussion is attached. Please complete and mail your registration form **TODAY** to ensure your place at the seminar. If you have any additional questions please contact either Ronnie Campbell (562) 866-9771 or Jesse Takahashi (408) 866-2113.

1999 CSMFO Annual Conference Update



A web site for the Annual Conference has been set-up. The address is: <http://www.monterey.org/csmfo99>. Please visit the web site to get the latest information on the conference.

Exhibitor registration packets are being mailed to commercial members the second week of September. If you would like to be a part of the exhibits and do not receive a packet please contact the conference

committee at (831)646-3940, fax (831)646-3726 or E-mail: gonzalez@ci.monterey.ca.us. The due date for early exhibitor registration is October 19, 1998, and the due date for late exhibitor registration is November 16, 1998. As companies register for the conference, they will be listed on the annual conference web site along with the company web site address. If you have questions about any aspect of the conference please feel free to contact the conference planning committee.

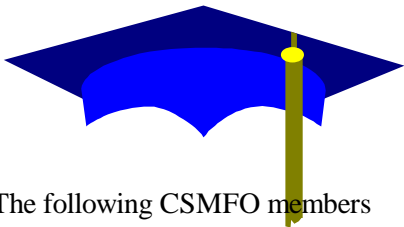
Welcome New CSMFO Members



Robert S. Ridley,
CPA, City of Pico Rivera

Barbara Mulholland,
Finance Director, City of Hollister

CSMFO Members Pass GFOA Exam



The following CSMFO members have passed the GFOA certification exam given in San Francisco in June.

Barbara Hennessy
Controller, Long Beach

Agnes Walker
Financial Services Director
Redondo Beach

Carl Tregner
Finance Director, Sausalito

Pauline Marx
Finance Director, Emeryville

Christine Reza
Supervising Accountant, Capitola

Meetings



San Gabriel Valley Chapter

Date: Wednesday, Sept. 16, 1998
Time: 11:00 A.M. - 2:00 P.M.

Place: Wyndham Garden Hotel
Monrovia, CA 91016

Spkr #1: Lance Holman
BancOne Leasing Corp.
Topic: Public Finance Leasing Options

Spkr #2: Nancy Jones
Public Financial Management, Inc.

Topic: Financial and Investment Issues

Rsrv: Hilda Quintana
Monrovia (626) 932-5515

Next Meeting:

Date: Wednesday, Nov. 18, 1998
Time: 11:00 A.M. - 2:00 P.M.

Place: Wyndham Garden Hotel
Monrovia, CA 91016

Orange County Chapter

Date: Thursday, Sept. 24, 1998
Time: 11:30 A.M. - 1:30 P.M.

Place: Turnip Rose
Spkr: Don Wecker,
Chairman of the Grand Jury

Topic: "What is the Grand Jury Really Like"

Rsrv: Nancy Grulkowski,
(714) 990-7676

Inland Empire Chapter

Date: Thursday, September 24, 1998

Info: Nicole Mihld, Colton
(909) 370-5036

Sacramento Valley Chapter

Date: Friday, September 25, 1998

Time: 10:00 A.M.

Place: City of Folsom
CommunityCenter
52 Natoma Street
Folsom, CA 95630.

Rsrv: Ray Berzins,
(916) 355-7297

Next Meeting:

Date: Friday, October 23, 1998

Time: 10:00 A.M.

Place: City of Folsom
Community Center
52 Natoma Street
Folsom, CA 95630.

Topic: Land Based Financings

Info: Ray Berzins, (916) 355-7297

Coachella Valley Chapter

Date: Friday, September 18, 1998

Time: 12:00 P.M.

Place: Palm Desert Civic Center,
(Admin Conference Room)
73-510 Fred Waring Drive
Palm Desert, CA 92260

Spkr: MBIA, MuniFinancial

Topic: Foreclosure Process & Future
Joint Power Authority
Process

Rsrv: RSVP by Friday, Sept. 11,
Veronica (760) 346-0611
ext. 320
FAX: (760) 340-0574

Next Meetings:

October, Indio.

November, Indian Wells

Up the Ladder

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.

SUPERVISING PERFORMANCE AUDITOR

- City & County of San Francisco, Office of the Controller. \$53,844-\$65,433 annually. File immediately. Under direction, manages staff & contractors; performs highly complex, difficult audit tasks; supervises & participates in all aspects of audits; prepares reports; makes presentations. **REQUIRES:** BA/BS, prefer major coursework in acctg, finance, business admin. or related field; & 4 yrs. professional auditing exp., with 2 yrs. equiv. to a City Associate Auditor. Prefer govt. auditing exp. **TO APPLY:** Must submit SF Civil Service & applications. For job announcement & applications, contact Ann Tinling, 415 554-7577, email to controller_personnel@ci.sf.ca.us or write: Job 1801, Controller's Office Personnel, 875 Stevenson St. Rm. 210A, San Francisco, CA 94103. **FAXED APPLICATIONS NOT ACCEPTED.** EOE Employer.

ASSOCIATE PERFORMANCE AUDITOR

- City & County of San Francisco, Office of the Controller. \$51,417 - \$62,510 annually. File by 10/15/98. Under direction, performs assigned performance audit duties; may also perform financial audits; surveys functions & activities; collects & analyzes data; prepares work papers to audit standards; prepares reports & presentations. **REQUIRES:** BA/BS, prefer major coursework in acctg, finance, business admin. or related field; & 2 yrs. professional auditing exp., pref. govt. auditing exp. **TO APPLY:** SF Civil Service application. For job announcement & SF Civil Service application contact Ann Tinling, 415 554-7577, email to controller_personnel@ci.sf.ca.us or write: Job 1805, Controller's Office Personnel, 875 Stevenson St. Rm. 210A, San Francisco, CA 94103. **FAXED APPLICATIONS NOT ACCEPTED.** EOE Employer.

SUPERVISING FISCAL OFFICER

- City & County of San Francisco, S F Public Transportation Dept., H R, is currently accepting applications/supplemental applications for a Budget Manager in the PTD, Finance Unit. Salary: \$69K - \$83 K annually. For detail job description, minimum qualification and an application packet contact, Parveen Boparai, Personnel Analyst, PTD, MUNI, HR, 949 Presidio Ave., Rm. 150-B, San Francisco, CA 94115. TEL: (415) 351-3469. FAX: (415) 351-3485.

TREASURY & BUDGET MANAGER

- City of San Mateo. \$5,259-\$6,250/mo. Knowledge of principles, methods & practices of municipal finance, budgeting, cash mgmt & investments, accting, & personnel mgmt. 5 yrs. increasingly resp. exp. in financial operations, incl. fin. analysis, revenue monitoring & forecasting, & budget development. B.S. or equiv. w/ major course work in public/bus. admin. or related field required. To apply call JobHotline (650) 377-4797 X424 before closing date 9/18/98. EOE.

FINANCE DIRECTOR/TREASURER

- Town of Danville, CA (San Francisco Bay Area). Salary range is \$5,455-\$7,500 per month, plus excellent benefits package. The ideal candidate will possess effective leadership skills and be a non-traditional manager who desires to be part of a challenging and dynamic team environment. The position directs the operations of the accounting, treasury and budgetary functions of the Town, acts as financial advisor to the Town Manager and Town Council, and implements and monitors accounting and budgetary systems, policies and procedures. Must be a proactive financial professional with strong analytical, problem-solving and decision-making skills, as well as excellent oral, written, interpersonal and presentation skills. B.A. degree in accounting, business admin or closely related field required; M. A. and CPA license preferred. Valid CDL. If interested in this outstanding opportunity, please call (925) 314-3379 #2 to request Town application and job description. Qualified persons submit Town application to Personnel, Town of Danville, 510 La Gonda Way, Danville, CA 94526. Position closes 9/25/98 at 5:00 pm. EOE. www.ci.danville.ca.us/pers.htm.

ASSOCIATE AUDITOR - City & County of San Francisco, Office of the Controller. \$51,417 - \$62,510. File by 10/15/98. Under direction, performs assigned audit duties; surveys functions & activities; collects & analyzes data; prepares work papers to audit standards; prepares reports & presentations. **REQUIRES:** BA/BS, prefer major coursework in acctg, finance, business admin. or related field; & 2 yrs. professional auditing/acctg exp., of which 1 yr. must have been in auditing; prefer govt. auditing exp. **TO APPLY:** Must submit SF Civil Service application. For job announcement & SF Civil Service application contact Ann Tinling, 415 554-7577, email to controller_personnel@ci.sf.ca.us or write: Job 1684, Controller's Office Personnel, 875 Stevenson St. Rm. 210A, San Francisco, CA 94103. **FAXED APPLICATIONS NOT ACCEPTED.** EOE Employer.

Up the Ladder

continued from previous page

ACCOUNTING MANAGER - City of La Verne, CA (Los Angeles County) Salary \$3,957 - \$4,810 per month plus excellent management benefits package. All City Hall employees enjoy a 36 hour, 4 day work week and are scheduled to work 9 - hour shifts Monday through Thursday. Under the direction of the Finance Officer, the position manages and participates in payroll, accounts payable, accounts receivable, general ledger, grants accounting, fixed asset & enterprise fund accounting. Resumes must be received by September 14, 1998 at 4:00 p.m. at City of La Verne, Personnel Office 3660 D Street, La Verne, CA 91750. Phone (909) 596-8726 EOE.

FINANCE DIRECTOR - City of Costa Mesa, CA (Salary \$78,624-\$105,372/year, DOQ; attractive benefits package). The Finance Director/City Treasurer serves as the chief financial advisor to the City Council, City Manager and City Staff. Appointed by the City Manager, this individual will be responsible for administering the City's \$77 million operating & capital improvement budget and supervising the City's accounting, revenue, purchasing and budget administration functions with a staff of 22. The ideal candidate will excel at managerial challenges and have extensive progressively-responsible finance administration experience, including 3 years at the management level; and a B.A. degree in finance, accounting, public or business administration. Governmental experience, graduate degree and/or CPA registration desirable. In addition to an official City application, submit a detailed resume, salary history, and list of five references to: City of Costa Mesa, Personnel Department, 77 Fair Drive, Costa Mesa, CA 92626. For an informational brochure, call (714) 754-5350, TDD (714) 754-5244. www.cityofcostamesa.com. EOE.

ASSISTANT FINANCE DIRECTOR - City of Costa Mesa, CA (Salary \$69,408 - \$93,012/year, DOQ, attractive benefits package). The Assistant Finance Director will oversee the City's accounting and treasury activities, and assist in overall

administration of the department. The qualified candidate will have considerable professional accounting, treasury and/or budgeting experience, including 3 years in a supervisory capacity; and a B.A. degree in finance, accounting, public or business administration. Governmental experience, graduate degree and/or CPA registration desirable. In addition to an official City application, submit a detailed resume, salary history, and list of five references to: City of Costa Mesa, Personnel Department, 77 Fair Drive, Costa Mesa, CA 92626. For an informational brochure, call (714) 754-5350, TDD (714) 754-5244. www.cityofcostamesa.com. EOE.

THE CITY OF MORGAN HILL, located just south of San Jose, offers two great opportunities to develop professional and personal skills in one of the most scenic and high quality-of-life cities in the bay area. The City is recruiting to fill two management level positions in the Finance Department.

Both of the positions below require skill in the operation of a 10-key by touch and proficiency with current personal computer spreadsheet and work processing applications. Additional local government experience is desired. Possession of a valid California Class C driver's license in compliance with adopted City driving standards is required. Certified Public Accountant (CPA) designation desired, but not required.

If you are an energetic and enthusiastic professional looking for a challenging management-level position, please call (408) 779-7276 or write to the City of Morgan Hill Human Resources Office, 17555 Peak Avenue, Morgan Hill, CA 95037, for application materials.

1. ASSISTANT DIRECTOR OF FINANCE - Salary: \$5,536 - \$7,093 per month, plus excellent benefits. Under the direction of the Director of Finance, plans, organizes, directs, supervises and personally performs professional accounting and fiscal activities in conformance with generally accepted accounting standards and appropriate laws and regulations. The Assistant Director of Finance has day-to-day supervisory responsibilities for staff assigned to accounting, receivables, payables, and utility billing. Qualifications include: Bachelor's degree from an

accredited college or university with major course work in Accounting, Finance, Business Administration or closely related field; five years of responsible, professional work experience in Accounting/Finance fields (an emphasis in accounting, financial reporting and auditing is preferred); at least two years of experience in the public sector, and two years of supervisory experience. Deadline to apply: October 2, 1998.

2. BUDGET MANAGER - Salary: \$4,015 - \$5,144 per month, plus excellent benefits. Under the direction of the Director of Finance, plans, organizes, directs and personally performs professional budgeting activities in conformance with the principles and procedures of public finance, budgeting and budgetary control, and assists in the management of the Redevelopment Agency Budget. Qualifications include: Bachelor's degree from an accredited college or university with major course work in Accounting, Finance, Business Management or closely related field and three years of responsible, professional work experience in Budgeting/Accounting/Finance fields with at least one year of local government finance experience that included budget responsibilities. Deadline to apply: October 9, 1998

RISK MANAGER - City of Fremont, CA. Sal: \$5,726-\$7,730/mo + excel ben. Responsible for admin of risk mgmt prog to minimize the city's risk of loss from exposure to property, liability & personnel perils. Must be exper mgr who understands liability ins, workers' comp, loss control & claims admin & works well with cust & staff. Qual candidates will understand actuarial and statistical reports & analyze potential loss exposures & appropriate risk reduction techniques. Typical candidates include pool administrators, risk mgrs, claims admins & seasoned local govt officials. FFD 10/02/98. Resumes w/cvr letter, 3 references & curr sal to Shannon Associates, 1601 Response Rd, Ste 390, Sacramento, CA 95815 Tel: (916) 567-4280 Fax: (916) 567-1220 Email: resumes@shannonassoc.com

Up the Ladder, continued

MANAGEMENT ACCOUNTANT/

AUDITOR - City of Oxnard, CA (Salary: \$4154 - \$6081/mo. plus excellent benefits)

Under direction, prepares a variety of management oriented financial forecasts, projections, cost allocation plans, and special studies, including cost/benefit justifications, rate studies, and budget analyses. Reviews compliance with applicable laws, regulations and prescribed standards of internal control, as well as federal and state grant regulations. Directs, supervises and participates in the regular and special field audits of fiscal and related accounting operations of City departments. Prepares field audit reports and recommendations in accordance with generally accepted internal auditing standards. BA degree in accounting or business administration and three years of experience in cost accounting and auditing at a professional level. Possession of a CPA Certificate is highly desirable. APPLY BY: September 16, 1998. City application and resume required. Request more information from: City Manager's Office, 300 W. 3rd Street, Oxnard, CA 93030. Phone: (805) 385-7590. EOE

CHIEF AUDITOR - City & County of San Francisco, Office of the Controller. \$64,806-\$78,770 annually. File immediately. Plans, schedules, allocates staff resources; monitors audits; reviews, evaluates workpapers & findings; provides technical training. 2 vacancies, 1 for performance audits; 1 for financial audits. Positions report to Audits Division Director. Requires: BA/BS with major coursework in acctg, finance, business admin. or related field (CPA/CIA pref.); & 5 yrs. auditing exp, include. 3 yrs. supervisory exp, prefer govt. setting; or equiv. training & exp. To apply: Must submit SF Civil Service & supplemental applications. For job announcement & applications contact Ann Tinling, 415 554-7577, email controller_personnel@ci.sf.ca.us or write: Job 1688, Controller's Office Personnel, 875 Stevenson St. Rm. 210A, San Francisco, CA 94103. FAXED APPLICATIONS NOT ACCEPTED. EOE EMPLOYER.