



October 1998

President's Message

Howard L. Longballa, Finance Director, City of Placentia

Weekend Training
Seminar
November 13-15, 1998

President Clinton/Lewinsky/Starr Report, etc. Like me I am sure you are tired by now of being bombarded with the preceding subject. No matter what your opinions and feelings concerning these events are, I believe that at least they have re-focused the nation's thoughts to core values such as honesty, faithfulness, etc. What does this have to do with CSMFO you ask? **A LOT!!** Approximately 10 years ago we held the first CSMFO Strategic Planning Retreat with one of the main goals to establish a CSMFO mission statement. The complete three paragraph Mission Statement can be found on the inside jacket of our Directory, but I would like to call attention to the third paragraph:

We value honesty and integrity, and adhere to the highest standards of ethical conduct.

A few years later the CSMFO Board, spearheaded by Nancy Hicks (1988 President and 1993 Distinguished Service Award Winner), completed the CSMFO Code of Ethics found on page 109 of the Directory. Again I want to call your attention to a few of the 11 ethical principles set forth in this code.

Members shall:

- 1) Demonstrate and be dedicated to the highest ideals of honor and integrity
- 2) . . . be accountable for their responsibilities as public officials
- 3) Exercise prudence and integrity
- 6) Demonstrate professional integrity
- 8) Act with honor, integrity and virtue in all professional relationships
- 11) Protect the public trust, avoid even the appearance of impropriety,

and safeguard the integrity of the government they serve.

With both the Mission Statement and Code of Ethics to guide us hopefully none of our members will ever have to ask "define what you mean by honesty, integrity, responsibility, virtue, . .

continued on page 4....

What's inside ...

President's Message	1
Innovative Government Programs Eligible For National Recognition	2
Get Your Applications In Now	2
Update On Travel Policies	3
Board of Equalization Simplifies Tax Allocation Denial Review Process	3
CSMFO Weekend Training Update	3
Now Chapters Can Communicate More Freely	4
Welcome New Members	5
CSMFO Members Pass GFOA Exam	5
Meetings	5
Investment Training	6
Up the Ladder	6
Members' Professional Services	8
Legislative Briefing	10

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

Officers and Directors

President	Howard Longballa Placentia
President-Elect	Mary Bradley Sunnyvale
Past President	Zenda James Alameda
Directors	Tim Hansen, San Leandro Anita Bingham, Camarillo Bill Statler, San Luis Obispo Barbara Underwood, Solana Beach Harriet V. Commons, Fremont Derek Hanway, Burbank

Committees

Administration

Paula Chamberlain, Pomona
Gary Hill, Lancaster
Irwin Bornstein, Mission Viejo

Annual Seminar

Dennis Danner, Newport Beach
Tim Hansen, San Leandro
Stan Lindsay, Santa Rosa

Budgeting and Management Reporting

David Spilman, Petaluma
Anita Bingham, Camarillo
Monica T. Potter, Livermore

Career Development

Jerry Rogers, Riverside
Jesse Takahashi, Campbell
Bill Statler, San Luis Obispo

Cash Management

Ron Clark, La Verne
Jim Randall, San Ramon
Bob Biery, Thousand Oaks

Intergovernmental Relations

Robert Torrez, Long Beach
Larry Schroeder, Lakewood
John deRussy, San Mateo

Professional and Technical Standards

Karen Brust, San Diego
Genie Roberts, Temecula
Larry Hurst, Brea

Technology

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

Innovative Government Programs Eligible For National Recognition

Public-Sector Excellence Honored with Monetary Awards
Cambridge, Massachusetts

Applications are now being accepted for the 1999 Innovations in American Government awards competition. The Innovations Program recognizes effective and creative examples of government at its best.

All units of government--federal, state, local, tribal, and territorial--within the United States of America are eligible for recognition and awards. Applications ranging from policy initiatives to managerial improvements are welcome. Innovations that arise within defense and international agencies are eligible, if they have significant domestic policy content. Programs must have been operational prior to January 1998.

In 1999, The Ford Foundation will award \$100,000 grants to 10 government programs and \$20,000 grants to an additional 10 programs, for a total of \$1.2 million. The John F. Kennedy School of Government at Harvard University administers the competition in partnership with the Council for Excellence in Government. Applications for the 1999 Innovations in American Government awards competition must be received by 5:00 P.M., Friday, January 8, 1999. To receive an application, visit our homepage at www.ksg.harvard.edu/innovations/99app.htm or call the Innovations Program at 1-800-722-0074. For more information, contact Trudy Schafer at John F. Kennedy School of Government at (617) 495-0557.

Get Your Applications In Now

A reminder that the applications for budget awards are due November 6 and the CAFR applications are due December 10. You can help by submitting your application now so it beats the last minute rush. Budget award applications should be sent to the CSMFO main office, 1400 K Street, Suite 400, Sacramento, CA 95814. CAFR applications must be sent to Derek Hanway, Financial Services Director, City of Burbank, P.O. Box 6459, Burbank, CA 91510-6459. If you have questions call David Spilman at (707) 778-4352 or Anita Bingham at (805) 388-5320 on the budget awards. Call Derek at (818) 238-5500 for the CAFR awards.

NOTICE TO LAST YEAR'S TWO-YEAR BUDGET AWARD WIN- NERS:

We want to make sure our records are accurate. If you won an award last year and you are on a two-year budget cycle, please call (916-658-8210) or e-mail

(medemaf@cacities.org) the CSMFO office and let us know. We do not want to overlook anyone.

Update On Travel Policies

Recently, questions were posted on the CSMFO group e-mail concerning travel policies. A few cities shared their written policies and these may be found on the CSMFO website. One of questions regarded city council member expense reimbursements. There are specific legal restrictions regarding council member and spouse expense reimbursements. A summary of the statutes and court opinions can be found in *The California Municipal Law Handbook*, a League of California Cities publication. In regards to spouses, the Attorney General has twice issued an opinion that spouse expenses may not be reimbursed. Under state statutes, reimbursements to council members are only allowable to the extent of "actual" expenses. A court case in 1975 (*Albright v. City of South San Francisco*, 44 Cal.App.3d 866,870, 188 Cal. Rptr. 901) challenged flat expense allowances. Though the court opinion set forth restrictions, the court ruling may provide some relief if an ordinance or resolution is adopted which indicates that the actual expenses incurred by council members exceed the allowance. In preparing any travel policy in this area, you are encouraged to consult with your city attorney regarding legal limitations and restrictions. If your city does not have a copy of the *Handbook*, a copy can be ordered by calling the publications order desk at (916) 658-8253.

Board of Equalization Simplifies Tax Allocation Denial Review Process

The Board of Equalization recently sent a notice indicating that effective October, 1998 the process for reviewing appeals for local tax allocations that have been denied will be simplified.

In the past, the Audit Refund Section Supervisor and the Audit Program Manager would review the request. A new position, the Local Tax Hearing Auditor, has been created to review denied tax allocation questions. This office will issue a written decision and recommendation. Should the local jurisdiction disagree with the auditor, the decision will be reviewed by board management. The local agency will not be allowed to attend the meeting when board management reviews the auditor decision. The new process will require that the Petition for Reallocation provides specific grounds on which the request is made. For further information or a copy of the notice, contact Mr. Robert J. Wils, Supervisor, Allocation Group, Board of Equalization at (916)324-1051.

President's Message

continued from page 1

To change the subject, I have good news, bad news, good news and good news. Karen Brust is excited about a CFO position she had accepted with a water district in San Diego (good news). Unfortunately because she is no longer "with a City" she will have to relinquish her current Board of Directors position (bad news). Derek Hanway, Burbank, has graciously accepted the Board's offer to serve Karen's remaining term which expires in the year 2000 (good news). Karen is replacing Derek as Chair of the Professional and Technical Standards Committee (good news). If you can follow all of this you are probably watching too many noon "soaps" on TV! Hope you had a great summer and remember there are only 86 shopping days before Christmas.

CSMFO Weekend Training Update

All spaces for the Weekend Training Workshop, scheduled for November 13-15 at the Radisson Inn in Sunnyvale, have been filled. However, due to the high level of interest, there is a possibility we may be able to accommodate a couple more participants. If you are still interested, please contact Jesse Takahashi at 408-866-2113 immediately.

CSMFO Mini-News

1400 K Street, Suite 400
Sacramento, CA 95814
(916) 658-8210
Fax: (916) 658-8240
www.csmfo.org

Now Chapters Can Communicate More Freely

CSFMO has established a new service for the chapters - personalized chapter e-mail lists. This will provide a communications network for each chapter. Chapter chairs can post meeting notices or changes, send inquiries to local members and keep you up to date on local events. These sites are for you, the members, to notify others on what you may be doing in the local area and to share regional financial news and reviews. Use this site in any way you may find helpful. The only request is that you observe standard e-mail use guidelines as a courtesy to others. Also this site is for noncommercial purposes - the MiniNews is always available for job postings or service provider listings.

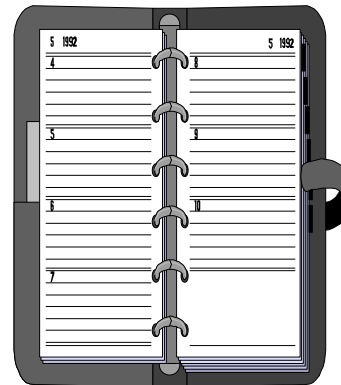
Now the important part - how to join! You must subscribe to send and receive notices. Find your Chapter name listed in the sidebar. To enroll, address your message to *listserv@csmfo*. The message should read: *subscribe <chapter name> <your e-mail address>*. Be sure after subscribe and the chapter name to insert a space. In chapter name and your email address exclude <> in your message. If you have any questions or suggestions, please e-mail *medemaf@cacities.org* or call the CSMFO office for Frances Medema at (916) 658-8210.

CSMFO realizes that not everyone has an e-mail address. If you have one at home, feel free to use that. For those that do not yet have e-mail access, the CSMFO technology committee is looking at ways to provide basic internet access at no or low cost to cities. For those who do have e-mail, please keep your colleagues up-to-date by sharing updates via telephone, fax and even **articles in the MiniNews!**

Chapter Groups:

Central-Coast	North Bay-S.F.
Central-L.A.	North-Counties
Central-Valley	Orange-County
Channel-Counties	Peninsula
Coachella-Valley	Redwood-Empire
Desert-Mountain	Sacramento-Valley
East Bay-S.F.	San Diego-County
Imperial-County	San Gabriel-Valley
Inland-Empire	South-Bay
Monterey-Bay	South-San Joaquin

Upcoming Events



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

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

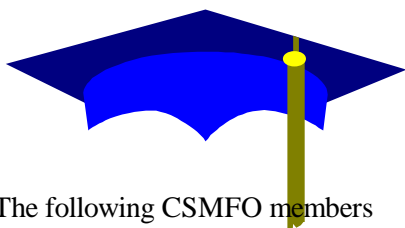
Welcome New CSMFO Members



Nikolai Sklaroff
Vice President, Salomon Smith

Barney Robert Galvan
Finance Director, City of Gonzales

CSMFO Members Pass GFOA Exam



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

Howard Longballa
Director of Finance, Placentia

Susan Mayer
Accountant Manager, City of Sacramento

Jack Dilles
Finance Director, Scotts Valley

Mike Dennis
Director of Finance, Santa Monica

Meetings

*Please fax
your meeting
announcements
to CSMFO
at
(916) 658-8240*

San Diego County Chapter

Date: Thursday, Oct. 15, 1998
Time: 11:30 A.M. - 12:00 P.M.
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 La Jolla, CA
Spkr#1: Sandra Leess, Senior Vice-President and Manager
 U. S. Trust Company of California, N. A.
Topic: "What to expect from your Trustee"
Rsrv: Joanne Hancock, City of La Mesa
 (619) 667-1125 by Oct. 12th

Next Meeting:

Date: Thursday, Nov. 19, 1998
Time: 11:30 A.M. - 12:00 P.M.
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 La Jolla, CA

Orange County Chapter

Date: Thursday, Oct. 22, 1998
Time: 11:30 A.M. - 1:30 P.M.
Place: Turnip Rose in Orange

Spkr: Mike Morelan
 Moreland & Associates
Topic: "Update on the New Reporting Model"
Rsrv: Nancy Grulkowski
 Brea (714) 990-7676

Next Meeting:

Date: Tuesday, Nov. 24, 1998
Time: 11:30 A.M. - 1:30 P.M.
Place: Turnip Rose in Orange

Sacramento Valley Chapter

Date: Friday, Oct. 23, 1998
Time: 10:00 A.M.
Place: City of Folsom
 Community Center
 52 Natoma Street
 Folsom, CA 95630
Spkr#1: Peter Schaafsma
 Executive Director
 CDIAC
Spkr#2: Stephen Shea
 Director of Research
 CDIAC
Topic: Land-Based Financing
Rsrv: RSVP by Monday, Oct. 19
 Ray Berzins (916) 355-7297

Coachella Valley

Date: Wednesday, Oct. 14, 1998
Time: 12:00 Noon
Place: Daily Grill
 73-061 El Paseo
 Palm Desert
Spkr: Lee A. Vinocour
 Deputy County Counsel
 County of Riverside
Topic: "Can a Public Entity be Held Liable for its Role in Issuing Mello-Roos Bonds to Pay for a Developer's Project Costs?"
Rsrv: Jeanette Lucas
 (760) 346-2489

Investment Training

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.

The training will take place at Riverside City Hall on Wednesday, October 14 from 8:30 a.m. to 12:30 p.m. The cost will be \$15.00 per individual payable at the door.

For more information or to sign up for this excellent training opportunity, please call Nancy Corona at (909) 782-5660. Spaces are filling fast so be sure to call to guarantee a spot. Reservations deadline is October 7!

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

direction assists the Deputy Director of Finance in preparing and monitoring the City's Operating Budget; provides comprehensive program cost(s) based on in-depth research and analysis; conducts revenue and expenditure forecasting and research. Prepares long term financial plans. Conducts financial audit(s) of City programs and activities. Prepares a variety of financial and programmatic analysis and recommendation(s), written reports, charts, and communications. May deliver budget presentations to the City Manager, interacts and is a liaison with department directors, City Commissioners and Council members. May be assigned supervision and training of subordinate staff. Performs other related duties as needed. The qualified candidate will possess a thorough knowledge of the principles, practices and techniques of budgeting, financial management and performance measurements and the applicable laws, rules and regulations pertaining to municipal budgeting and finance management. Demonstrated qualifications include four years of increasingly responsible experience in finance, in which three years of financial planning, budgeting, program auditing, and cost analysis were the primary responsibilities. A Master's degree in Accounting, Finance, Economics or Business is preferred. Applications and supplemental applications must be received by 5:30 PM, October 22, 1998, City of Pasadena, Human Resources Department, 100 N. Garfield Ave., Room 146, Pasadena, CA 91109. EOE. For an application phone (626) 744-4366.

SUPERVISING FISCAL OFFICER - City and County of San Francisco \$68,087 - \$83,964 annually. File immediately. Plan and coordinate budgeting, accounting, internal auditing, revenue collection,

payroll preparation and verification, purchasing, contractual agreements and grants administration. Participate in the location and obtaining of fiscal support from sources external to the City and perform related duties as required. Requires: BA/BS with major coursework in acctg, finance, business admin. or related field; & 10 yrs. of progressively responsible professional acctg and financial exp., including 5 yrs. supervisory, management & admin. exp. managing large centralized computerized accounting operations or equiv. combination of training and experience. To apply: SF Civil Service & applications & verification of educ/exp. must be submitted together. For job announcement & application, contact Ann Tinling, 415-554-7577, email to controller_personnel@ci.sf.ca.us or write: Job 1675, Controller's Office Personnel, 875 Stevenson Street, Rm 210A, San Francisco, CA 94103. Faxed applications not accepted. Resumes not accepted without city applications & educ/exp verification. EOE Employer.

ACCOUNTING TECHNICIAN

II City of Escalon, CA, \$2,196 - \$2,669/month, plus excellent benefits. Requires three yrs. of increasingly responsible governmental experience in accounting and financial analysis. Knowledge of Unix, MOM, and network systems. Proficient in Windows 95, and Lotus 1-2-3, 97 edition. Must possess strong analytical, problem-solving, and decision-making skills. Direct experience with computer applications for municipal finance and spreadsheets are a must. A city application is required. Contact City of Escalon, 1854 Main Street, Escalon, CA 95320. Job line (209) 838-4116.

MANAGEMENT ANALYST IV (Principal Budget Analyst) Job Code: 99047411-1. Annual Salary \$46,681 to \$59,602, City pays employee's 7% contribution to public employees retirement system. Under general

Up The Ladder continued on next page

Up the Ladder

continued from previous page

INFORMATION SYSTEMS

SUPERVISOR - Marin Municipal Water District, \$5464-6613/month + benefits. Under the general direction of the Finance Manager, this position supervises the work of the Information Systems department, performs systems analysis, prepares computer applications, prepares the department's budget, coordinates the work of the department with other departments, and is responsible for the performance, safety and security of the District's computer hardware and software. The information Systems department has seven authorized positions and a budget of \$1.1 million. Information Systems provides support for our LAN and 150 Pcs and supports the software for the District's financial system, billing system, work order system and GIS running on five hardware platforms and operating systems. A bachelor's degree in computer science or a related field and five years of information systems work experience is required. A combination of education and information systems work experience would also be acceptable. Only completed District employment applications will be considered. Resumes not accepted in lieu of application. Apply: Human Resources, Marin Muni Water Dist., 220 Nellen Ave., Corte Madera, CA 94925. (415) 924-4600, ext. 315. Filing deadline: Friday, November 6, 1998 by 4:30 p.m. Equal Opportunity Employer.

ACCOUNTING OPERATIONS

MANAGER - City and County of San Francisco, \$78,770 - \$95,735 annually. File Immediately. Manage the City-wide centralized processing of fund accounting, revenue, disbursement, warrant issuance/disposi-

tion & accounts reconciliation activities, direct the review & processing of financial documents into the centralized management information systems; manage & coordinate periodic expenditures projection process, administer City-wide grant fiscal operation, direct timely review, analysis & clearing of General Ledger reports, recommend and administer policy & procedures for financial & accounting controls.

Requires: BA/BS, with major coursework in acctg, finance, business admin. or related field & 6 yrs. of progressively responsible acctg. exp. including 4 yrs. exp managing large centralized computerized accounting operations. To apply: SF Civil Service & applications & verification of educ/exp. must be submitted together. For job announcement & application, contact An Tinling, 415-554-7577, email to controller_personnel@ci.sf.ca.us or write: Job 1675, Controller's Office Personnel, 875 Stevenson Street, Rm 210A, San Francisco, CA 94103. Faxed applications not accepted. Resumes not accepted without city applications & educ/exp verification. EOE Employer.

FINANCE DIRECTOR - Yorba Linda (pop. 58,000) is a dynamic, quality-oriented community with a small town character despite its location in populous Orange County. The City has exciting re-development projects and a local government which has been stable, professional, efficient and responsive. With a staff of 6, the Finance Department performs all financial record keeping and reporting, budget revenue and expenditure projections, investments, payroll, accounts payable, purchasing, business license collections, cashiering, and receptionist functions for the City; total City budget of \$41 million annually. Candidates should have a BA/BS in accounting, finance,

business administration or a closely related field; CPA is desirable but not required. Salary range is \$74,472 to \$90,528. If interested, please send your resume including current salary and the names and phone numbers of five professional references to: Bobbi Peckham, DMG-MAXIMUS, 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841, e-mail: recruit@dmgriffith.com. Final filing date: October 14, 1998.

ACCOUNTANT (NEW POSITION) - City of South El Monte - (Salary: \$3,064 - \$3,724/mo., plus excellent benefits) Under direction of the Director of Finance, performs technical and professional accounting duties including financial reporting, budget, audit, grants and general ledger. Prepares journal entries and adjustments to the general ledger; assists in closing the City's financial records; assists in annual budget preparation; performs bank account reconciliation; prepares all grant reports and monitors grants for compliance with regulatory agencies; assists in monitoring budgets; researches and analyzes transactions to resolve any problems; assists department personnel with proper expenditure coding; conducts and/or coordinates internal/external audits of financial records; examines, analyzes and verifies documents to ensure adherence to established internal controls; assists Director of Finance in special research projects and technical studies; acts of relief for payroll function as required and performs other related duties as assigned. Applicants must have any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include, but not limited to, completion of a four-year college curriculum in accounting and one year experience in municipal

Up the Ladder

continued from previous page

accounting or a related field. Apply by: October 30, 1998 (postmarks, facsimiles, or e-mail will not be accepted). Applications and job descriptions may be obtained at City Hall, Personnel Department, 1415 Santa Anita Avenue, South El Monte, CA 91733. Phone : (626) 579-6540.

FINANCE MANAGER - Marin Municipal Water District, \$7,457 to \$9,064/month + fringe benefits. Immediate vacancy at the senior management level for an individual who, under direction of the General Manager, plans, organizes and directs District programs relating to financial planning, reporting and control, accounting, budgeting, auditing, information systems, procurement and customer service. Responsible for developing and administering fiscal policies and budget. Requires bachelor's degree in business administration, accounting, or related field, master's degree preferred; plus 10 years of increasingly responsible experience in the administering business operations of a public agency or private organization (preferably a utility) at least five of which includes managing and administering a professional and technical staff. Possession of CPA certification desirable. The District has an operating budget of \$38.3 million and a capital budget of \$17.4 million. The Finance Division consists of 31 employees with a budget of \$3 million. Submit detailed resume, including specific employment duties and salary history to: Human Resources, Marin Muni Water Dist., 220 Nellen Ave., Corte Madera, CA 94925. 415-924-4600 ext. 295. Fax: 415-927-2747. Filing deadline: November 25, 1998. Equal Opportunity Employer.

ACCOUNTANT - City of Indian Wells, CA. Salary: \$39,516 - \$48,024 per year plus excellent benefits. Performs a wide variety of advanced accounting work including general ledger analysis, compilation and review of financial records, preparation of financial reports and statements; and payroll. Fund accounting experience required in addition to investment and cash management accounting. A bachelor's degree required with major course work in accounting and two years professional accounting experience. Completed city application must be received by: 5:00 p.m., October 28, 1998. Contact: Personnel Department: 44-950 Eldorado Dr. Indian Wells, CA 92210.