



President's Message

Mary Bradley, Director of Finance, Sunnyvale

I just returned from the annual GFOA Conference in Nashville, which was very interesting in a number of ways. Probably the most interesting topic was the continuing discussion on GASB's infrastructure reporting requirements. As most of you know, Rob Stout, Finance Director of Modesto, has been following this issue in his role as GFOA Board Member, and he has written a very insightful account of events which you can find later in this *Mini-News*. I urge you to read Rob's article and continue to follow the GASB's actions as the drama continues to unfold. Hopefully, we still have a chance to make a difference on the outcome of GASB's proposal.

While in Nashville I had the opportunity to represent CSMFO at the State/Provincial Presidents meeting on Saturday, and the main topic was the progress that GFOA has made in its technology and training efforts. GFOA's Technology Resource Group is working on a number of improvements to the GFOA web site that will allow us to register for classes, order products such as books and software, and change membership data on-line. The Professional Development Center is also integrating technology into delivery of their training, with a CD ROM interactive

training module under development. The satellite training is continuing and expanding, with sessions on the GAAP update and emerging technologies scheduled for the next few months. Cities with compatible teleconferencing facilities will be able to sign up to sponsor these satellite training sessions in their area. This trend of decentralized training is very encouraging and will allow more of our members to participate without expensive travel costs. These efforts fit very nicely into the work being done by our own Career Development Committee to bring training to everyone.

June 1999

USC PROGRAM: *Developing Financial Leadership Capacities for the 21st Century -- Register now before it is too late!*

Finally, the GFOA Certification Program was discussed at length. California finance officers are the largest number taking the exam, with 54 to date, followed by Connecticut with 36, Ohio with 28, and Michigan with 21. The good news is that we will have a testing location in California this year (Sunnyvale – what a coincidence!) for our convenience. GFOA is also very interested in establishing a location in Southern

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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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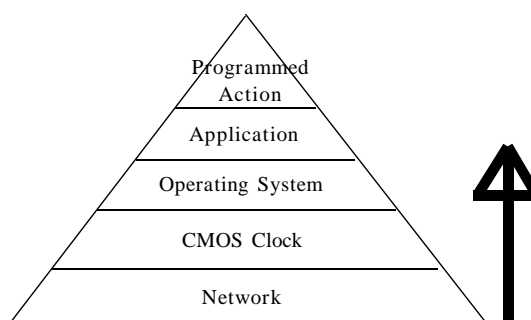
Chapter Corner: North Counties

David W. Tyson, Assistant City Manager/Finance Director, Eureka

You have to be living under a rock to not have heard of the Y2K bug. The year 2000 problem that is about to strike computers and other electronic systems at the turn of the millennium has as many sides to it as any complex society. From computer programmers to religious leaders everyone has claimed a part of this beast. We can address and rectify the technical problems which are likely to occur but anxiety based on religious or other beliefs may be the worst part of this conundrum. We need to understand the problem and realize that even though electronic is a large part of our lives, the majority of the world's population leads a content life without it. And, not all electronic systems are susceptible to date recognition problems. Many systems may not recognize or report the date and time correctly but will continue to function properly. For example, a high-end heating and cooling system which uses a built in calendar, to determine when to turn the heater on and when to shut it off during a certain month, will continue to function properly even if it thinks that the year has changed to 1900 instead of 2000. Similarly, a computer which is not connected to a network and is primarily used for word processing may still be useful even though the computer clock reports the date as January 1, 1900 or January 1, 1980 (as many 386-based computers are likely to do).

Problems in computers and related systems occur when one component passes an incorrect date to another component which makes a decision based on the given information. For example, if an e-mail server is set to synchronize its time with a central time server and at the same time is configured to erase any messages which are older than a month (or any such time length) may erase all e-mails it has received after the year rolls over. If the date provided to this system is incorrect such as January 1, 1900 or January 1, 1980 all e-mails at that time is a hundred (or twenty) years old and thus duly removed.

To understand how computers systems use date and time think of a pyramid where one layer of bricks sits on top of another.



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Budget Update

Bob Torrez, Chair of Intergovernmental Relations Committee and CFO/Director of Financial Management, Long Beach

The State's budget adoption deadline is upon us and the new administration in Sacramento has now identified its areas of emphasis. Education and infrastructure continue to attract resources, while local government remains fortunate to stop the fiscal bleeding, at least for now. Even in these times of unprecedented economic prosperity, we are barely able to maintain minimal funding levels for much needed main street services. Although sales taxes continue to grow, we must wonder how long this ride will last, and how rational today's prosperity-influenced state actions will appear once the inevitable economic downturn occurs.

Remember the VLF fight? It may be coming right back, and with renewed vigor, as the economy continues to grow and the "Stop the Car Tax" ballot initiative gains popular support. Although an "ongoing appropriation" is supposed to hold local government harmless and maintain our VLF revenues, I don't sleep well when I think of the millions of local government dollars at stake, do you? If we've learned any lesson recently it's that economic prosperity doesn't necessarily translate to local governments, at least as far as state actions are concerned. Stay tuned for more on this hot topic.

The budget is shaping up with some of the following items attracting attention and interest:

1) Nearly \$4.4 billion of additional revenue may be available. There is

\$1.6 billion in revenues over expenditures during the current year and \$2.2 billion in additional revenues previously not forecast during the 1999-2000 year.

2) The governor is proposing \$1 billion for public works projects, as follows:

- a) A new prison in Kern County at a cost of \$335 million
- b) \$425 million for the State Infrastructure Bank. This funding would allow local projects to be funded through the Infrastructure Bank on a matching basis (4 to 1 local match!)
- c) \$157 million for deferred maintenance in state parks
- d) \$75 million for transit projects.

3) \$61 million to the Office of Criminal Justice Planning for grants to local law enforcement agencies.

GOP Proposes Tax Cut Package

Economic growth generates a predictable debate: spend more on programs or cut taxes. The Assembly Republican Caucus proposed a package of tax cuts which approximates \$1.5 billion. Much of the debate in budget sessions will involve consideration of the Governor's proposals versus Republican plans for significant tax cuts. The Governor indicated that he wants to use surplus revenues to invest in the future by taking care of infrastructure needs ignored since the Pat Brown governorship.

No Mention of Property Tax Return to Local Government

The May Revise makes no mention of returning ERAF revenues to local government! The State seems to be operating under the "time heals all wounds" theory of taking money

from local government. Or, ignore the problem and it will go away, especially if economic growth helps mitigate the loss. We must continue to push for both a cap on ERAF losses and a return of at least some of the property tax stolen from cities and counties earlier this decade. The issue will be discussed by the Conference Committee on the budget. Let your voices be heard on this critical issue!

Governor Wants Budget by June 15, 1999

The Constitution requires that a budget be passed by the Legislature and sent to the Governor by June 15. This deadline is virtually never met. The practical deadline for implementation of a state budget is July 1, the beginning of the fiscal year. The July 1 deadline is also frequently missed. Governor Davis has pressured the Legislature this year in an effort to have a budget on his desk by the June 15 deadline. All parties to the budget negotiations seem to want a rapid conclusion to the budget process this year. We remain skeptical as to the ability for the Legislature to produce an on-time budget.

Finally, there is much proposed legislation of concern to local government - the last issue of the Mini-News and the latest League Bulletin do a good job highlighting those for you. One additional bill that many of you may not be aware of could be of concern, especially for those of you that have your own police and fire safety employees. You may want to take a very close look at SB 498 by Senator Adam Schiff. This bill would increase the maximum retirement cap for local safety employees from the current 75% to 90% a potentially very costly benefit increase! Keep a close watch on this bill and others.

Pilot Coaching Program About to be Launched

Jesse Takahashi, Accounting Manager, Campbell

The CSMFO is nearing completion of a pilot Coaching Program that will confidentially pair seasoned finance officers with newer and less experienced professionals. A primary objective of the program is to give participants an opportunity to learn new skills, thereby, expanding their professional and personal development while "grooming" the next generation of finance officers and promoting the high standards of our profession. This will be accomplished through the exchange of ideas and insights between participants who will meet on a periodic basis utilizing a combination of phone, e-mail and personal meetings. Orientation training will also be provided by CSMFO to ensure participants understand the key elements of a successful coaching relationship. A certified Master Coach is being retained to develop guidelines and a framework to facilitate the success of this program.

Based on the replies to the survey that were distributed in February, there will be an initial group that will be part of the 3-month pilot program. An assessment will then be made to determine whether to continue the program. If it is successful, additional resources will be committed to expanding the program that will include integrating the program on the CSMFO web site, increasing the number of participants in the program, and adding training sessions at other CSMFO conferences and events.

Within the next month, those members that returned the surveys or notified the Career Development Committee of their interest will be contacted with information how to get started in the program. This is an exciting new service that CSMFO is happy to provide its members in direct response to feedback it received at the Annual Conference in Newport Beach in 1998.

For more information on this new program or if you are interested in participating in future sessions, please contact Mike Dennis, Finance Director at the City of Santa Monica, at (310) 458-8281 or e-mail Mike at mdennis@pen.ci.santa-monica.ca.us.

President's Message, *continued from page 1*

California. If anyone is willing to assist in this program, please contact me and I will give you the details about what is involved.

As you can see, it has been a busy and productive month. Our efforts with the GASB will have an impact on all of us, and, once again, CSFMO is taking advantage of new opportunities in training. It is great to be a part of all that is happening. Keep up the good work!

GASB, Infrastructure and a Wild GFOA Business Meeting

Robert V. Stout, Finance Director, Modesto

If you did not go to Nashville this year, or if you went but decided to spend Tuesday touring the Hermitage rather than attending the Annual Business Meeting, you missed it.

The topic at the Annual GFOA Conference this year, obviously was the new reporting "model" and infrastructure. There were four or five sessions devoted to it and everyone had overflow crowds in rooms designed to hold hundreds. Most of the delegates knew that GASB had tentatively decided to require reporting infrastructure in their new government wide statements. They would also require that depreciation on infrastructure be recorded unless (this was their big compromise), a government was maintaining a government specified "condition" level. To say lest, most of the delegates did not see this as much of a compromise.

The GFOA's Executive Board had met with the most of the GASB and the two of the three governmental members of the Financial Accounting Foundation on Monday. It was a tense meeting. The Executive Board voted to adopt a policy that would not prohibit governments from earning the Certificate for Excellence in Financial Reporting if they received a qualified opinion.

California City Finances

Michael Coleman, Special Consultant, League of California Cities

Two revised and updated slide presentations on California city finances have just been posted on the League of California Cities web site at <http://www.cacities.org>.

These are aimed at policy makers and concerned citizens to give them a better understanding of the general trends and conditions of city finances in California.

First, "Financing Cities: A status report on California cities and the need for serious reform," provides an overview of California cities finances and a description of the major issues.

Second, "You pay fees and taxes to government, but how much of that goes to cities," is an update of a previous slide show. It also provides a brief look at how cities spend their funds.

In addition, you will find "Local Government Finance and Reform Efforts," a summary of some of the major, currently active commissions now looking at the reform of California state and local government finance. Included are brief descriptions of groups including the Hertzberg Commission, the Speaker's Commission and the Consensus Project, among others. There are also links to web sites of these groups where these are available.

Your comments and suggestions are always welcome.

Chapter Corner,

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In this example think of a computer spreadsheet in Lotus 123 or Excel. This spreadsheet has a list of tasks which need to be performed based on date. Tasks which are older than a week are removed or moved to another part of the spreadsheet or an archival spreadsheet.

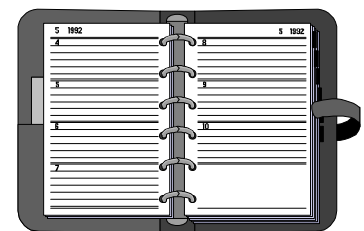
Your computer has a built in clock referred to as the CMOS clock which is powered by a battery inside the computer. Once the time has been set correctly the CMOS clock keeps the time unless it is overridden by an external system such as a network server. On a network individual computers are set to synchronize their time to the network server. Therefore, the lowest time management layer in a networked environment is your network server. In the absence of a network server the CMOS clock provides the time to the operating system (DOS, Windows 95, Windows NT, etc.). Your applications (Lotus 123, Excel, WordPerfect, Word, ect.) get their time from the operating system and perform any date-sensitive actions based on this information.

Getting back to our spreadsheet, let us suppose that we want to remove all tasks which are older than thirty days. If we are on a network our CMOS clock will be overridden by the network server. So, if the computer this spreadsheet is being used on is fully year 2000 ready but the network server is not Y2K compliant then the time provided to our application is incorrect which will, in turn, take incorrect actions resulting in loss of data. If we are not on a network and the computer hardware is not year 2000 capable the CMOS clock will revert back to 1980 and the result

once again is loss of data. If the computer hardware is fine but the operating system is not Y2K compliant our application will still get the incorrect date and the result once again is loss of data. After all this, if the application is not year 2000 capable it will not understand the date provided by the operating system and may take incorrect action resulting in loss of data.

The moral of this example is that we need to check each layer of this pyramid individually which may involve talking with numerous vendors. If you have a custom application provided by a vertical marketing vendor you may still need to contact the software and hardware manufacturers to ensure that you are fully protected. If you connect to outside systems for billing, purchasing, or ordering purposes make sure that these systems are year 2000 ready to ensure smooth operation come January 1, 2000.

Upcoming Events



League Annual Conference
October 10-12, San Jose

Financial Management Seminar
December 9-10, Monterey
Conference Center/Double Tree

CSMFO Annual Conference
February 26-29, Pasadena

CMTA Annual Conference
April 24-28, Concord

Welcome New Members



Kathy Ainsworth
Administrative Services Supervisor
Town of Yucca Valley
(760) 369-7207

Ronald T. Borucki
City Treasurer
City of Glendale
(818) 548-2066

Warren Briggs
Vice President, Sales
Thomson Municipal Group
(212) 807-5000

David Brodsky
Vice President
Kelling, Northcross & Nobriga
(510) 839-8200

Ed Cappelletti
Regional Manager
Creative Computer Solutions, Inc.
(925) 847-3838

Mark Conry
Regional Sales Manager
People Soft
(530) 899-0951

Lynn Grubb
Director, Government Services
American Express
(425) 303-9398

Richard Hazeltine
Mandate Cost Manager
DMG/MAXIMUS
(916) 485-8102

Sally Hood
Marketing Coordinator
The Hunter Group
(410) 576-1515

Dennis Klingelhofer
Senior Vice President
Berryman & Henigar
(619) 451-6100

Richard Martinez
Accounting Manager
City of La Verne
(909) 596-8716

John McPhail
Vice President
Goldman Sachs Asset Management
(415) 393-7522

Scott Modde
Marketing Representative
SCI
(314) 863-0262

Jim Ondersma
Business Information Technology, Inc.
(925) 609-3135

Debra Ryan
Assistant Finance Director/Controller
City of Belmont
(650) 595-7434

Todd Smith
HTE, Inc.
(407) 304-3106

Larry Schutz
Assistant Finance Director
City of Tustin
(714) 573-3062

Joan Streit
Finance & Administrative Services Director
City of Albany
(510) 528-5733

Doug Taylor
Senior Vice President
Bank of America
(213) 345-6958

Jeff Taylor
Vice President
Dreyfus
(415) 951-2253

Glenn Vodhanel
President
Progressive Solutions, Inc.
(714) 671-1597

Mary Jo Walker
Administrative Services Director
City of Saratoga
(408) 868-1212

David Westcott
Managing Director
Piper Jaffray USNB
(530) 222-1050

Keith Williams
First Vice President
Paine Webber
(800) 354-3895

Radha Wood
Administrative Services/Finance Director
City of Orinda
(925) 253-4224

Fred Wright
Finance Director/City Treasurer
City of Vallejo
(707) 648-4343

Movin' Up the Ladder

Don Rhoads, former Financial Services Manager for the City of Monterey, recently took over the position of Finance Director, after Dewey Evans retired from his position. We wish Don great success and many congratulations!

Ruthie Quinto, former Revenue Officer/Assistant City Treasurer for the City of Moreno Valley, was recently promoted to the position of Controller. Congratulations, Ruthie!

Movin' On

Dewey Evans, retired from his position as Finance Director on May 18th from the City of Monterey. We wish Dewey great success as he continues to pursue new adventures.

New Membership Record

In the history of CSMFO organization, our membership has never reached the 1,000 mark until today. Currently, we have an outstanding number of 1,095 registered members with the organization. We take great pride in our organization and hope to continue the successful growth of our membership.

Chapter Meetings

San Gabriel Valley

Date: Wednesday, June 16, 1999
Time: 11:00 A.M. - 1:30 P.M.
Place: Wyndham Garden Hotel
 Monrovia, CA
Spkr: David Brodsky
 Kelling, Northcross & Nobriga
Topic: Two Fundamental Issues in Bond
 Finance: The Architecture of
 California Municipal Debt and
 Tips for Dealing with Rating
 Agencies
Rsrv: Hilda Quintana
 (626) 932-5515

Next Meeting

Date: Wednesday, August 18, 1999
Time: 11:00 A.M. - 1:30 P.M.
Place: Wyndham Garden Hotel

San Diego County

Date: Thursday, June 24, 1999
Time: 11:30 A.M. (Mix/Mingle)
 12:00 P.M. Luncheon
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 San Diego, CA
Spkr: Gregory Smith
 San Diego County Assessor
Topic: FY 1999/2000 Outlook for
 Property Valuations and Property
 Tax Revenues
Rsrv: Cheryl de Geus
 (760) 633-2644

Next Meeting

Date: Thursday, July 15, 1999
Time: 11:30 A.M. (Mix/Mingle)
 12:00 P.M. Luncheon
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 San Diego, CA

Orange County

Date: Thursday, June 24, 1999
Time: 11:30 - 1:30 P.M.
Place: The Turnip Rose
Spkr: Lloyd de Llamas
Topic: An Update on Local Sales Tax and
 E-Commerce
Rsrv: Maria Mendoza, (714) 562-3711

Next Meeting

Date: Thursday, July 22, 1999
Time: 11:30 A.M. - 1:30 P.M.
Place: The Turnip Rose

Coachella Valley

Date: Friday, June 18, 1999
Time: 12:00 P.M.
Place: Roughley Manor
 74744 Joe Davis Drive
 Twentynine Palms, CA 92277
 (760) 367-3238
 (Co-hosted by: City of
 Twentynine Palms And Town of
 Yucca Valley)
Spkr: Fritz Goss
 Director of MBIA MuniFinancial's
 Disclosure Services
Topic: Disclosure - The Whole Story
Rsrv: Cindy Butcher/Ruth Joslin
 (760) 367-6799

Central Coast

Dates: Thursday, July 8, 1999
 Thursday, September 9, 1999
 Thursday, November 18, 1999
Time: All meetings begin at 12:00 P.M.
Place: Rosa's Ristorante Italiano
 491 Price
 Pismo Beach, CA
 Contact Bill at (805) 773-0551

Up the Ladder

ADMINISTRATIVE SERVICES MAN-

AGER - Cambria Community Services
 District with a population of 6000. Salary:
 \$3315 - \$4029/mo. plus excellent benefits -
 mid-range appointment possible DOQ.
 Cambria is a scenic unincorporated coastal
 resort community located on Highway One
 35 miles north of San Luis Obispo and 6
 miles south of Hearst Castle. The District is a
 multi-purpose special district which provides
 the following services: water, sewer, street
 lighting, refuse collection, fire protection and
 emergency services, parks, recreation and
 open space, and transit. Under direction of
 the General Manager this position performs a
 variety of complex local governmental duties
 and is responsible for the District's general
 administrative functions including financial

services (e.g., accounting, annual budget,
 auditing, cash management, general ledger,
 utility billing) automated financial systems,
 human resources/labor relations, risk
 management, contracts, grants, project
 monitoring and general administrative
 procedure. This position requires any
 combination of education equivalent to a
 bachelor's degree from an accredited four-year
 college or university with major course work
 in accounting, business administration, public
 administration or a closely related field. 12
 semester units of accounting is desirable.
 Three (3) years of increasingly responsible,
 combined experience work in budgeting,
 accounting, other financial, and/or administra-
 tive services at the local governmental level,
 including one year of supervisory responsibil-
 ity. Possession of a valid certificate as a
 Certified Public Accountant and one year
 professional accounting and/or auditing
 experience is also desirable. For an applica-
 tion and a more detailed job announcement,
 contact: District Secretary, P.O. Box 65, 1316
 Tamson Drive, Suite 201, Cambria, California,
 93428 (805) 927-6223. EOE. Final filing date:
 June 18, 1999.

ACCOUNTANT I - City of Norwalk, CA.
 Salary: \$3,080 - \$3,743/mo. + 2% increase
 6/99). Excellent benefits including 7% City
 paid PERS. Performs professional accounting
 work related to the preparation and mainte-
 nance of municipal accounting procedures and
 records. Requires equivalent to Bachelor's
 degree from an accredited college or university
 with major course work in accounting, finance
 or closely related field and six (6) months
 related experience. Apply by: June 28,
 1999, 6:00 P.M. City Hall closed on alternate
 Fridays. For required application materials
 contact Personnel Dept., City of Norwalk,
 12700 Norwalk Blvd., Norwalk, CA 90650.
 Application Request Line: (562) 929-5926.

ACCOUNTANT - City of Murrieta. Salary:
 \$3200 - \$4085, plus City Paid Benefits.
 Performs full range of professional accounting
 duties in a municipal government setting.
 Requires: BA degree in Business, Finance or
 closely related field and three or more years
 of professional accounting experience
 including at least one year in governmental
 accounting. Final filing date: 6/18/99. Obtain
 application materials from: City of Murrieta,
 26442 Beckman Court, Murrieta, CA 92562,
 (909) 698-1040, ext. 400. EEO.

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Up the Ladder,

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CITY TREASURER (P/T- Monthly stipend is negotiable). The City of Irvine's Fiscal Services division of the Administrative Services Department seeks an experienced individual to work part-time as the City Treasurer. This City Council appointed position, reporting to the Assistant City Manager or Designee, is responsible for overseeing the treasury investment operations of the City, including the receipt, custody, and investment of all public funds under the control of the City. Requirements include a Bachelor's Degree in Finance, Public Administration, Business Administration (Master's Degree preferred), or related field and five years full-time experience in local government finance and investing. Interested individuals must submit a completed City of Irvine employment application and a personal resume not to exceed three pages (exclude information on sex, marital status, age, etc.) to the City Hall receptionist no later than 5:00 PM, on Monday, June 28, 1999. For additional information call (949) 724-6201 or visit our web site at www.ci.irvine.ca.us.

FINANCE DIRECTOR/ADMINISTRATION - Cucamonga County Water District, located in San Bernardino County, is seeking a Director of Finance and Administration. The ideal candidate will have extensive knowledge of general management principles, practices and procedures in the fields of public sector finance, treasury administration, budgeting, rate calculation and setting, information systems management, project management, and strategic planning. He/She will have excellent interpersonal skills; ability to embrace change; have customer service focus; and be team oriented. The candidate should demonstrate progressive/participative management skills that will provide creative, innovative alternatives and solutions to complex matters facing the District. A Bachelor's degree in finance, accounting, business or a related field is required; a Master's is desirable. Requires a minimum of ten years experience (five in upper management) with a municipal agency; water district experience is a plus. Salary range is \$5670 - \$7938. Submit resume, cover letter, names of five professional references, and current salary history to Heather Renschler, Ralph Andersen & Associates, 4240 Rocklin Road, Suite 11, Rocklin, CA 95677 or e-mail to raa-hr@pacbell.net by June 30, 1999. For further information call (916) 630-4900.

REVENUE MANAGER - Culver City, CA. Salary: \$4,025 - \$4,907/mo. + excellent mgmt. benefits that include a City paid deferred comp. contribution of \$271/mo. for those that contribute up to \$165/mo. Supervises field revenue collectors and clerical staff in multi-million dollar tax collection function. Req. BA in Business/ Public Admin., Accounting, Economics, or related field, and 4 yrs responsible experience in revenue collection, budgeting, auditing or financial analysis; including 2 yrs. in supervision. Apply by June 30, 1999, Personnel Department, 9770 Culver Boulevard, Culver City, CA 90232. For more information, please call (310) 253-5651.

FINANCE DIRECTOR - City of Lathrop, CA. Pop. 9,513 - Salary Range: \$4,416 - \$5,917/month plus excellent benefits, 2% @ 55 PERS. Incumbent retiring; target date to fill pos. 9/15/99. Prior two Comprehensive Annual Financial Reports (CAFR) received Certificates of Achievement from CSMFO and GFOA. Located 65 miles east of San Francisco, Lathrop is experiencing extensive industrial, commercial and residential growth. Major developments include a 5,500 acre resort complex with four separate theme parks to be constructed within a 10 square mile area annexed in 1997; build out of 1,000 unit subdivision; 500 acre industrial park. Major financing projects include participation in 4-city, \$120 million surface water project; \$5 million expansion of wastewater treatment plant. Requires: Six yrs. exp. in financial mgmt. or accounting, including three yrs. of admin/supervisory exp. Development financing experience highly desirable. Bachelor's degree in finance, accounting, or bus. admin. City application required. Contact City of Lathrop, Personnel, (209) 858-2860, ext. 326, 16775 Howland Rd., Lathrop, CA 95330. Closes: July 15, 1999 @ 5:00 P.M.

ACCOUNTING OPERATIONS

SUPERVISOR - City of Monrovia, CA. Sal: \$3,153 - \$4,024/mo., plus excellent benefit pkg.). Will serve as first-line supervisor for staff performing City payroll, accounts payable, accounts receivable, utility billing, cash collections and other related finance operations. Requires B.S. in business administration, accounting, or closely related field, plus three years progressively responsible professional experience in municipal accounting work, including two years in a supervisory capacity. Familiarity with Microsoft Word and Excel desirable. Contact City of Monrovia, Human Resources

Department, 415 S. Ivy Avenue, Monrovia, CA 91016 to obtain City application form or call (626) 932-5592 msg. Code 2701. Apply by: 2/25/99. E.O.E.

ASSISTANT CITY MANAGER/ ADMINISTRATIVE SERVICES

DIRECTOR - City of Dublin. Strategically located in the Tri-Valley region, with a pop. of 27,000, which stands well prepared for dynamic residential and commercial growth. This is an excellent career opportunity to join a progressive organization, partner with the City Manager, and lead the areas of finance and information services. The individual selected will have excellent management and leadership skills; an understanding of municipal finance, cash/treasury management, budget development, and information technology; and the ability to grasp the big picture and implement systems to address future needs. Excellent oral and written skills are required. Bachelor's degree required with major course work in finance, accounting, business or public administration; master's preferred. Salary range is \$82,968 to \$103,704 plus an outstanding benefits package. Please send your resume to Bobbi Peckham, DMG-MAXIMUS, 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841 or e-mail recruit@dmg.maxinc.com. Call (916) 485-8102 to request a detailed brochure. Final filing date: June 21, 1999.

ACCOUNTANT III - San Leandro, CA. Salary: \$4,296-\$5,223 (II) / \$3,869-\$4,748/mo (I), plus excellent benefits including 2% @ 55 PERS Plan). The City is seeking qualified and motivated individuals who will maintain the general ledger, prepare financial statements/reports, establish accounting systems, in addition to other advanced level accounting duties. The successful candidates will have strong analytical skills and possess extensive knowledge in areas of government accounting procedures, auditing, municipal finance and budgeting. Accountant II - Requires a Bachelor's degree in accounting and/or a related field and three or more years of advanced accounting experience. Accountant I - Requires a Bachelor's degree in accounting and/or a related field and two years journey level accounting experience. Apply by 5:00 PM, Friday, June 11, 1999. Call the City's Job Hotline at (510) 577-3397 or www.ci.san-leandro.ca.us for an application packet. No resumes or postmarks. EOE.

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Up the Ladder,

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CONTROLLER - Oakland, CA. Salary: \$8,632 - \$9,565 monthly (pending City Council approval). The Financial Management Services Agency is currently recruiting for the position of Controller. Under administrative direction, this position plans, organizes, manages and directs programs and activities related to the City's financial management, accounting and accounting systems and purchasing; directs agency grants management and reporting; trains and supervises assigned staff. The Controller position is not governed by the Civil Service Rules and is exempt from the Fair Labor Standards Act. While the position is anticipated to offer long-term employment, the successful candidate will serve "at will" and may be released at any time. Requirements include three years of responsible supervisory experience in the management of governmental accounting systems. A Bachelor's degree in accounting, finance, business administration, economics, or a related field. Possession of a Master's degree and Certified Public Accounting certification is highly desirable. For consideration, submit a résumé and cover letter detailing your experience directly to Cheryl Thompson, 150 Frank H. Ogawa Plaza, 5th Floor, Ste. 5215, Oakland, CA 94612 no later than Friday, June 25, 1999. This position is an Emergency Responder Position.

ACCOUNTING MANAGER - Mission Viejo, CA. Currently \$4,157 - \$5,613 per month. A proposed increase is under review to be effective July 1, 1999. Please visit www.ci.mission-viejo.ca.us for updates. Assume management responsibility for all services and activities of the Accounting Division including accounts payable, general ledger, cash receipts, payroll, fixed assets and financial reporting. This position reports to the Director of Administrative Services. Knowledge of modern and complex principles and practices of accounting program development and administration. Ability to manage, direct and coordinate the work of professional, technical and clerical personnel. Any combination of training/experience equivalent to a Bachelor's degree with major course work in accounting, finance, business administration, or related field and supplemented with four years of responsible governmental accounting experience, including supervisory experience.

Apply by 3:00 PM, June 28, 1999. For further information and application call the City's 24-hour JobLine at (949) 470-3088 or visit the City's web site at www.ci.mission-viejo.ca.us. Please fax proof and call regarding rates for the above information prior to submitting for publication. We would also like to review the copy prior to publication. We will also require tear sheets from your publication. If you have any questions, please call. Carolyn Wertheim Phone (949) 470-3060, Fax (949) 859-1386.

ASSISTANT FINANCE DIRECTOR - Redlands, CA. Salary: \$22.22 - \$26.90/hour + 7% PERS pd. + a generous benefits pkg. Requirements: BA or equiv. units w/major course work in accounting, municipal finance or related field; 3 yrs. prof. accounting or auditing exp., include. 1 yr. muni. gov. accounting exp.; of this exp. 1 yr. must have been in a supervisory capacity & poss. of a valid CA driver's lic. Closes 6-21-99, prior to 4:00 PM. Apply at the Personnel Office, POB 3005, 35 Cajon St., #30, Redlands, CA 92373, or access our web site @ www.ci.redlands.ca.us (look under City Mgr.)

PRINCIPAL ADMINISTRATIVE ANALYST/FINANCIAL REPORT MANAGER - City and County of San Francisco. Salary: \$62,510 - \$75,951 annually. Responsible for coordinating the annual financial audits and preparing the Comprehensive Annual Financial Report (CAFR). This position is also responsible for providing day-to-day management for other financial reporting, implementing all pronouncements issued by the Governmental Accounting Standards Board (GASB), and reviewing all established accounting policies and procedures to ensure compliance with governmental accounting standards. Requires BA degree in accounting, finance or public administration, and 5 yrs. responsible experience in complex accounting and financial analysis or a CPA license with 4 yrs. experience working for a public accounting firm including audits of governmental entities or an equivalent combination of training and experience. To apply, submit resume and cover letter to Controller's Personnel Office, Job #1824 - Financial Reporting Specialist, #1 Dr. Carlton B. Goodlett Place, Room 477, San Francisco, CA 94102. Call 415/554-7579 to request a copy of the job announcement or send request via internet e-mail to controller_personnel@ci.sf.ca.us. EOE.

Here's how to advertise your city's vacant position in the *CSMFO Mini-News*: please email your announcement to nguyenm@cacities.org (attachment must be in rich text format only), or fax to (916) 658-8240, attention Mai Nguyen. Your announcement should contain the following information: job title, city, salary, position description, and how to apply. The charge to advertise is \$8.00 per 40-character line. Please also include billing information, as billing will take place after the ad appears in the *Mini-News*.

Emailed or faxed classified ads must be received by the 25th of each month for next month's insertion.

NOTE: It would be helpful if the job's filing date is at the end of the month, which allows people two to three weeks to respond to the ad.

Professional Card Advertising

The cost to advertise a professional card ad is \$825 per twelve issues. To place your firm's professional card advertisement or request for any additional information, call Mai Nguyen at (916) 658-8210 or e-mail nguyenm@cacities.org. We look forward to working with you.

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