



mini-NEWS

Dedicated to Excellence in Municipal Financial Management

President's Message

Mary Bradley, Director of Finance, City of Sunnyvale

Whoever coined the phrase "Summertime, and the living is easy..." was obviously not a California finance director! While others are vacationing or at the beach, we are deep into year-end close and the final weeks of a hectic two year legislative session! Hopefully we will have some chance to take a breather before the fall and the start of budget season.

Help Needed!

Speaking of the Legislature, a number of bills that would have significant cost impacts to our cities are currently being considered in Sacramento. The most significant of these involve PERS, binding arbitration, and business license exemptions. Fortunately, we have an excellent staff at the League of California Cities that lobbies on our behalf, and a number of our own members who closely follow legislation. Barbara Hennessy from Long Beach, for example, is an amazing resource on all aspects of PERS. However, even with all of this expertise, we still need you to do your part. In addition to following events in the League's Legislative Bulletin, it is important to keep informed through our CSMFO e-mail group list. League legislative fax alerts which are finance-related are posted on the group e-mail. Subject

experts like Barbara or Brian Moura from San Carlos send out status updates on late breaking legislative issues and they often call for our members to send letters or testify on important bills. One recent example was SB 234. This bill, which addressed PERS issues, had a last minute amendment slipped into it which gave a one-time 5% COLA to all PERS retirees. The effect to our city alone was over \$5 million! Barbara Hennessy had only four days to alert us all, determine costs, and generate opposition. Following Barbara's lead, our City contacted our local legislators and testified at the Committee hearing. Fortunately, the

author heard our arguments and removed the COLA provision. As Barbara said, "it was critical that in-person testimony was made on this bill, or it would probably have sailed through and resulted in huge mandatory expense to us all. Sitting across from the author and looking directly at her while testifying had a very positive effect!" While this was a victory, we had only four cities testifying, and about a dozen sending

continued on page 4

August 1999

**CAFR Award application
is attached for Active
Members!!!**

**City of Monterey Park is
the first to submit 1999-
2000 Budget application**

What's inside ...

President's Message	1
Chapter Corner: South Bay	2
Outstanding Financial Reporting Program	3
League Annual Conference	3
Group E-Mail Instructions	4
Financial Management Seminar Update ...	5
Year 2000 Annual Conference	5
"Check Out" What's New on the League's Web Site	5
UCR Extension News	5
Mark Your Calendars	6
Welcome New Members	7
Movin' On	7
CSMFO Members Pass Debt Management Exam	8
Chapter Meetings	8
Up the Ladder	8
Professional Card Advertising	9

Be heard!

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

*It's your
newsletter!*

Attachments:

- 1) CAFR application
- 2) "Access the League
Library Catalog
On-Line" Instruction
Form

**California Society of
Municipal Finance Officers**
www.csmfo.org

Officers and Directors

President	Mary Bradley Sunnyvale
President-Elect	Derek Hanway Burbank
Past President	Howard Longballa Alhambra
Secretary	Frances Medema Sacramento

Directors

Bill Statler, San Luis Obispo
Barbara Underwood, Vista
Don Rhoads, Monterey
Jerry Rogers, Riverside
Tim Hansen, San Leandro
Paul Arevalo, West Hollywood

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-Lawrence, Camarillo
Monica T. Potter, Livermore

Career Development

Don Rhoads, Monterey
Jesse Takahashi, Campbell
Jerry Rogers, Riverside

Debt and Treasury

Zane Johnston, Tracy
Bradley Grant, Merced
Bob Biery, Thousand Oaks

Intergovernmental Relations

Robert Torrez, Long Beach
John Guthrie, San Jose
John deRussy, San Mateo

Professional and Technical Standards

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

Technology

Paul Arevalo, West Hollywood
Mark Alvarado, Monrovia
Bill Statler, San Luis Obispo

Scholarship/CFO Program

Ken Nordhoff, San Rafael
Candis Hong, Thousand Oaks
Bob Leland, Fairfield

Chapter Corner: South Bay

Agnes T. Walker, Financial Services Director, City of Redondo Beach

In the South Bay, one could say that finance is a beach! From Long Beach to Malibu, many of the South Bay member cities are located on some of California's beautiful beach communities. Along the way are Redondo Beach, Hermosa Beach, Manhattan Beach and Santa Monica. Then we have our neighbors up in the Palos Verdes Peninsula – all four cities up in the hills have been named one of the top 100 richest cities in the country! And of course there's Beverly Hills, the home of the stars. To the east, we have Inglewood, soon-to-be the ex-home of the Los Angeles Lakers and the Kings but still the home of Hollywood Park (for you horse-racing aficionados). Other member cities include Carson, Culver City, El Segundo (the small town for big business), Gardena, Hawthorne, Lawndale, Lomita, and Torrance.

The South Bay has undergone many changes these past couple of years – from city managers to finance directors to new finance systems; some have even changed fiscal years to September 30. Many of our member cities have either completed or are in the process of system conversions – so kudos to all who have survived this time-consuming and often frustrating process (or so I hear since there are still some of us that are “technologically-challenged”). Anyway, here are some news from our corner of the state:

Beverly Hills recently completed the “forward refunding” (you'll have to call Don Oblander if you want further information on how this works) of an older bond issue in which they simultaneously obtained a surety bond to allow withdrawal of about \$8 million from the original bond reserves. The city may also soon be entering into one or more joint public-private development projects on city-owned land which should produce a very positive cash flow and offer a rather quick payback on funds invested; and the city may use a “design/build/finance/operate” agreement to put in place a new groundwater recovery facility.

Rather than simply objecting to the proposed expansion plan for LAX, El Segundo has called for the development of a Southern California Airport Plan that would facilitate the development and use of the eleven other commercial airports throughout the region. The city has gone to the communities and presented the regional concept and has successfully built both a local and regional coalition, with support from numerous cities in the county, which includes Los Angeles City Council and Los Angeles County Supervisors. In addition, El Segundo has built strong coalition relationships with leading communities and institutions in Riverside and San Bernardino Counties. Currently the city is working on expanding its influence to include Orange County communities, the SCAG Regional Transportation Plan, representatives in the California legislature, the United States House of Representatives, the United States Senate and the California Coastal Commission.

continued on page 6

Outstanding Financial Reporting Program Underway For Fiscal Year 1998-99 Comprehensive Annual Financial Reports

Karen P. Brust, Director of Finance/Treasurer, San Diego County Water Authority

The Fiscal Year 1998-99 Financial Reporting Awards Program is commencing. Last year, there were 166 cities that participated in this program, an increase of 1% as compared to the previous year. This is an excellent opportunity to submit your Comprehensive Annual Financial Report (CAFR) to the program and be recognized for your dedication to financial management. It is also a wonderful opportunity to have your report reviewed by your peers in order to receive valuable expertise and feedback. The program is available to all cities that are CSMFO members. Other entities and component units are not eligible.

Join with us to make this a banner year and increase participation by 10%. There is no cost to your city to apply, but you receive valuable recognition and insightful information regarding your report. For your convenience, the application and application supplement are attached to the newsletter. Electronic copies are available by contacting the address directly below. In order to participate in this program, please be sure to complete the application and application supplement and provide a

copy of the application along with five (5) copies each of your supplement, CAFR and if applicable, your prior year's comments with your responses. All of this information must be postmarked without exception no later than December 10, 1999 and mailed to:

Karen P. Brust
San Diego County Water Authority
Chair - Professional/Technical Standards Committee
3211 Fifth Avenue
San Diego, CA 92103-5718
(619) 682-4275/Fax (619) 297-4149
kbrust@sdewa.org

With increased participation, we need additional CAFR reviewers. Please consider sharing a few hours of your time by participating as a reviewer. You are our greatest resource. Last year, we had 117 reviewers who significantly contributed to the success of the program. If you are interested in volunteering your services, please contact:

Genie Roberts
City of Temecula
Vice-Chair – Professional/Technical Standards Committee
PO Box 9033
Temecula, CA 92589-9033
(909) 694-6430/Fax (909) 694-6479
robertsg@co.riverside.ca.us

We need your participation in both submitting and reviewing CAFR's in order to achieve success this year with the program. If you have any questions regarding the program, please do not hesitate to call Karen or Genie. We are looking forward to another exciting year!!! Good luck and thanks in advance for your support.

League Annual Conference Examines Priority Fiscal Issues

E-commerce and state/local fiscal reform are just two of the many programs with a city finance focus. Join fellow finance professionals at the Fiscal Officer Department session when representatives from the electronic industry, including Apple and Hewlett Packard, offer their proposals for maintaining city services as revenues falter under expanding internet commerce.

Fiscal reform and accountability has been debated and analyzed by a variety of commissions and forums. The legislature and elected officers are taking notice and some such as Senator Peace are demanding action to resolve the current fiscal debate between state and local government. Learn about the key issues and proposed options that have surfaced and join in the discussion on how to effect change. Panelists will include Tim Rainey, a council member who serves on the Commission on Governance in the 21st Century; Fred Silva, a policy analyst with the Speaker's Commission; and David Booher who served on the California Consensus Budget project.

Other topics of interest include a discussion of property taxes and their future revenue potential, SEC financing enforcement and last minute ideas on Y2K. Join other members of your city team and get your reservations in early, as hotel reservations are filling up fast and you don't want to be left out.

President's Message, *continued*

letters. We still need more people to be informed and take action. If you haven't registered for the e-mail group list, please refer to the subscription instructions at the end of this article. With our 1,000 members paying attention, we can really make a difference in Sacramento!

GFOA Examination Sites

It's official! For the first time (and hopefully not the last), California will have two sites for the October GFOA examinations. The City of Anaheim answered my call for a Southern California site, and so the exams will be held there as well as in Sunnyvale. Thank you Pei Komsak from Anaheim! By the way, Dave Kesler from GFOA informs me that seven candidates from California sat for the Debt Management exam in May at Nashville, and all seven passed. Congratulations to Nita McKay (Lake Forest), Agnes Walker (Redondo Beach), Robert Hicks (Fremont), Gail Ericson Madie (McKinleyville), Mike Dennis (Santa Monica), John Torell (Santa Barbara) and Pei Komsak (Anaheim).

CSMFO Board of Directors Appointment

As most of you are aware, Harriet Commons, Board of Directors representative for Northern California, left the City of Fremont recently to take a position in the Tax Department of PricewaterhouseCoopers in San Francisco. The CSMFO Board met last week via teleconference and appointed Don Rhoads, Finance Director of Monterey, to fill the vacancy created by Harriet's departure. Don has been extremely active in our organization, serving as Chapter Chair of the Monterey Bay Chapter for the past several years

and also as Chair of the very active Career Development Committee. In addition, he was program chair for our outstanding annual conference held in Monterey in 1999. We are very fortunate to have members of Don's caliber who are willing to serve CSMFO!

More Help Needed

In last month's *Mini-News* I put out a plea for volunteers to help with revising the League's California Municipal Revenue Sources Handbook. To date, I have heard from one volunteer (thank you Bob Biery!). If anyone is willing to help with this very worthwhile project, please contact me or Frances Medema.

Meanwhile, I hope that you all have a wonderful summer!

Group E-Mail Instructions

It is easy to join the group list using either the CSMFO web site or sending an e-mail message. To join via the web site, log on to your internet service and go to the CSMFO web site (www.csmfo.org). On the left side bar of the opening page, click "Internet mailing list." The registration page will ask for your name, e-mail address and organization. Once you have filled in the blanks, press "send" to immediately activate your subscription. You may also use this page to unsubscribe should you change e-mail addresses or want to cancel a subscription while away from the office.

If you do not have internet access or your network does not allow you to subscribe to lists on-line, subscrip-

tions can be processed via an e-mail message. Simply send your message to listserv@csmfo.org, and be sure to leave the subject line blank. In the message box, type: **subscribe members "your e-mail address."** Be certain to leave spaces between "subscribe," "members" and "your e-mail address." The same process may be used to delete from the list by replacing "subscribe" with "unsubscribe." Should you experience difficulty with either of these subscription methods, please call Frances Medema at 916/658-8218 or e-mail medemaf@cacities.org.

Calling All Policy Makers And Proposal Writers

Have you recently drafted a financial policy or slaved over a particularly difficult Request for Proposal? You may have called on your colleagues for their samples, so you did not have to start from scratch. Why not save the next person the pain and agony you suffered?

The CSMFO web site (www.csmfo.org) wants to update its virtual resource room. If you have some recent policies, procedures or RFPs that you would like to share, please forward them to Frances at the League office via e-mail at medemaf@cacities.org. The document will be easiest to post on the web site if it is sent in a Rich Text Format (rtf); however, we will try working with any document you care to share. On behalf of your colleagues struggling with one more assignment, thank you.

Financial Management Seminar Update

Steve Temple, President, League of California Cities Fiscal Officer Department, Finance Director, Hemet

The League Fiscal Officer Directors met in June to review the status of the Leagues Financial Management Seminar. The League has remained quite flexible and willing to implement a range of options for the well attended program. The historical problem has been planning a CSMFO, Annual League, CMTA and Financial Management Seminar all with the same small band of conference planners.

Feedback is always important to the outcome of any public decision. Fiscal Officers clearly convert feedback into action! The Board felt that there was in fact strong demand for the December Financial Management Conference. What we did learn is really not a surprise in that nearly everyone wants to be in Monterey. The decision was to keep the conference site permanently in Monterey. For those of you that e-mailed me requesting not to cancel Monterey training plans, congratulations.

The current conference planning teams are efficient and full of good ideas. You could help with program material for upcoming conferences by e-mailing Mary Bradley, Howard Longballa or myself with future programs. See you in Monterey for Y2K.

Year 2000 Annual Conference

Jay M. Goldstone, Director of Finance, City of Pasadena

Mark your calendars for another great and exciting CSMFO Annual Conference. The 42nd annual conference will be held on Sunday-Tuesday, February 27-29, 2000 in the beautiful City of Pasadena. Events will take place at and accommodations will be provided by the Double Tree Hotel. This year's conference theme, "Expanding Horizons in Government Finance," will deliver a positive outlook on the future. Topics will include growth and innovation into the next millenium pertaining to cities across the states.

A tentative schedule outlines topics on e-commerce on city revenues, public financing options, developing fraud prevention programs, developing a strategic financial plan, a discussion on the new reporting model, mechanics of a bond sale and many more.

Additional information will appear in future issues of the *Mini-News* and registration packets will be mailed in the fall. If you have any questions, please contact Jay Goldstone at 626/744-4350 or via e-mail at jgoldstone@ci.pasadena.ca.us.

"Check Out" What's New on the League's Web Site

Remember the long days of waiting for an ordered item from the League library to arrive? Well, those days are long gone - there's no more waiting! The League of California Cities has added a new service on the web site (www.cacities.org) for your convenience. Now you can search the League library on-line at the click of your mouse. Once you get on the new home page, click on the member services button and you will find a link to the library search page. An instruction form for conducting an on-line search is attached to the newsletter.

A trip to the "What's New" section will guide you to articles on what the recent state budget funding to local government will mean to cities. The first article is on booking fees. An estimate of the ERAF and per capita amounts approved for cities is also available on-line. Be sure to check out the legislative alerts in the Legislative Bulletins available on the site. And don't forget to keep those letters coming to Sacramento.

UCRExtension N E W S

On September 22 - December 15, 1999, the University of California at Riverside Extension Center will be offering a course in *Accounting for Governmental and Nonprofit Organizations I*. The course will be offered on Wednesdays at 6:30-9:30 P.M. for \$315.00. This class is an introduction to the characteristics of governmental and nonprofit accounting, emphasizing the various fund types and account groups. For further information, call (909) 787-4111 or go to www.unex.ucr.edu.

Chapter Corner, *continued*

Hermosa Beach utility users' tax (UUT) is at risk. An initiative to repeal the city's 6% UUT has qualified for the November ballot. Because of changes implemented by Proposition 218, only 279 signatures were needed, rather than the 1,365 which would be required for other types of initiatives. Tax initiatives only require signatures from more than 5% of the votes cast in the last gubernatorial election as opposed to 10% of the registered voters. The UUT generates \$1.7 million annually, or 14% of the General Fund revenue. Passage of the measure would dictate significant reduction in services.

While Hermosa Beach is dealing with this issue, Manhattan Beach is also preparing for a November 1999 election for authorization to issue \$20 million general obligation bonds. The funds will be used to finance the construction of a new joint Police and Fire facility adjacent to the existing civic center campus. The city has hired a finance advisor to guide them through the process.

Long Beach is exploring the possibility of becoming a municipal utility, buying out the distribution system from Southern California Edison and running it themselves. This has created local controversy and much interest from other cities and energy firms across the nation.

Early this year, Redondo Beach opened Kincaid, a new upscale restaurant located on the pier (the pier was severely damaged during the fire and storms in 1987-88.) This establishment serves as the anchor tenant on the newly-rebuilt pier which the city hopes will attract

other major tenants in the area. Another important event this past year was the sale of the Edison plant to AES which is expected to bring many opportunities to the city as potential developments of the site are being considered.

Santa Monica has just been issued an Issuers' Credit Rating which resulted in a triple A rating from all the rating services (Moody's, Fitch, and Standard and Poor) which makes the city the fourth city in the country to have this combination of ratings and the only one in California.

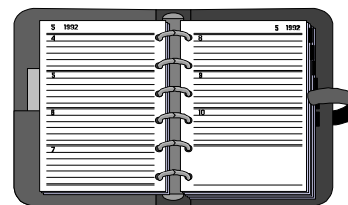
And for more ramblings, yours truly has been hounding (as I've been accused) members to attend the bi-monthly chapter meetings. In line with CSMFO's goals to get its members more involved, I have been trying to get the South Bay members to make their best efforts to attend the luncheon meetings which are now combined with the Central Los Angeles Chapter. The first meeting was about "How to Survive an IRS Audit." The Technical Services Coordinator from the IRS was the speaker and gave us some helpful hints about audit procedures. Ironically, a few weeks after we had this meeting, the IRS came knocking on our door to do a payroll compliance check. I am happy to report that the compliance check did not warrant a further full examination. If I may add, the IRS revenue examiner did exhibit the "new, customer-friendly IRS." And true to the CSMFO Board's desire to have more "personal" contacts with its members, President-elect Derek Hanway, attended our first luncheon meeting (driving all the way from Burbank in the rain!), and he has signed on for the next meeting.

On a final note, I want to thank all the CSMFO members who regularly

participate in the group-email. It is one of the best things CSMFO offers. I know of some finance directors from other parts of the country who envy us for having this medium to exchange valuable information.

Have a great summer, everyone!

MARK YOUR CALENDARS



League Annual Conference
October 10-12, San Jose

GFOA Exams (2 Sites)
October 22, Anaheim/Sunnyvale
Cash Management Exam (8 AM)
Debt Management and
Governmental Accounting Exam
(1 PM) - for an exam application
packet, e-mail Dave Kesler at
dkesler@gfoa.org

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

CSMFO Mini-News

1400 K Street, Suite 400
Sacramento, CA 95814
(916) 658-8210
Fax: (916) 658-8240
E-mail: nguyenm@cacities.org
Website: www.csmfo.org

Welcome New Members

Duane Bambusch

Senior Accountant, City of Big Bear Lake
(909) 866-5831
dbambusch@aol.com

Mary Jo Fischer

Finance/Administration Manager
Calleguas Municipal Water Dist.
(805) 579-7116
mjfischer@calleguas.com

Sandy Forrest

City Clerk, City of Redondo Beach
(310) 318-0656

Brian Foster

Manager, DMG-MAXIMUS
(510) 727-9787
brianfos@ix.netcom.com

Barbara Hicks

Accountant/Auditor, City of Monterey
(831) 646-3724
hicks@ci.monterey.ca.us

Al Holliman

Finance Director, City of Colton
(909) 370-5036

Marcia Maurer

Chief Financial Officer
Sac Regional Cnty Sanitation District
(916) 875-6728
maurerm@pwa.co.sacramento.ca.us

Jeff McPherson

Revenue Manager, City of Fontana
(909) 350-6696
jmcpherson@fontana.org

Kurt Obermeyer

Director of Finance, Town of Fairfax
(415) 453-1584

Barbara Pachon

Finance Director, City of San Bernardino
(909) 384-5242

Tiza G. Peterson

Finance/Admin Dpty Exec Director
San Francisco Redevelopment Agency
(415) 479-2465

Edward G. Schilling

Managing Director, Stone & Youngberg, LLC
(415) 445-2326
eschilling@syllc.com

Rita Shirley-West

Budget Officer, City of San Bernadino
(909) 384-5242

Terry Stigall

Finance Manager
Marin Municipal Water District
(415) 945-1420
tjss@ci.vallejo.ca.us

Lisa Strong

Finance Manager/Deputy City Treasurer
City of Fontana
(909) 350-7671
lstrong@fontana.org

Candace Tysdal

Accounting Manager, City of Santa Monica
(310) 458-8285
candace-tysdal@ci.santa-monica.ca.us

Movin' On

Harriet Commons is no longer Finance Director/Treasurer for the City of Fremont. She now works in the Tax Department of PricewaterhouseCoopers in San Francisco. She can be reached at (415) 369-1190 or via e-mail harriet.v.common@us.pwcglobal.com

CSMFO Members Pass Debt Management Exam



Congratulations go to the following members who recently (in May) passed the "Debt Management" exam given in Nashville:

Mike Dennis

Finance Director/City Controller
Santa Monica

Roberts Hicks

Deputy Director of Finance
Fremont

Nita McKay

Controller, San Clemente

Agnes Walker

Financial Services Director
Redondo Beach

Movin' Up the Ladder

Effective July 1999, Marni Ruhland, Principal Accountant and Sung Hyun, Senior Accountant of Redondo Beach, have been promoted to Finance Officers. Congratulations go to both Marni and Sung!

Chapter Meetings

Desert Mountain

Date: Thurs., September 23, 1999
Time: 12 Noon - 3 P.M.
Topic: Treasury Management
Software & Services
Rsrv: Contact John R. Cuevas, Big Bear Lake at (909) 866-5831

Orange County

Date: Thursday, August 19, 1999
Time: Barbecue luncheon served from Noon - 2 P.M.
Place: Del Mar Race Track
Pacific Pavillion
Rsrv: Dale Nielsen, City of Vista at (760) 726-1340, ext. 1023

Next Meeting

Date: Sept 23, 1999
Time: 11:30 A.M. - 1:30 P.M.
Place: The Turnip Rose

Up the Ladder

ASSISTANT CONTROLLER - City of Oakland, CA. Salary: \$6,763 - \$7,494 monthly. The City of Oakland Financial Management Services Agency is currently recruiting for two Assistant Controller positions. One Assistant Controller is responsible for the General Ledger function; the other Assistant Controller is responsible for Operations. Under administrative direction, these positions will divide responsibility for planning, organizing, directing, and reviewing programs and activities relating to the management of the City of Oakland's accounting, purchasing and financial reporting systems; directing and participating in the preparation of various financial reports; assisting external auditors; developing, reviewing and implementing necessary procedures to ensure adequate financial controls; and training and supervising assigned staff.

Requirements. Four years of progressively responsible experience in the management of governmental accounting operations, including

two years of supervisory experience. Public sector experience highly desirable. Bachelor's degree from an accredited college or university in accounting, finance, business or public administration, or a related field. Master's degree is desirable. Possession of a Certified Public Account certificate is required for the General Ledger position and highly recommended for the Operations position.

To Be Considered. City of Oakland application documents may be obtained in person or by sending a self-addressed stamped envelope to: Office of Personnel Resource Management (OPRM) Employment Information Office, Second Floor 150 Frank H. Ogawa Plaza, Oakland, CA 94612-2019. You may access a copy of the City's announcement at the following Internet address: www.oaklandnet.com. Click on "City Jobs." Final Filing Date: Friday, August 20, 1999.

FINANCE SERVICES MANAGER - City of Hercules, CA. Salary: \$4730 - \$5483 per month, plus benefits (City pays the employee's 7% share of PERS). Under general direction from the Finance Director, this is a professional accounting position that will direct finance operations programs; supervise subordinate staff; perform complex professional accounting duties including the analysis, preparation and maintenance of all citywide financial records and reports. Position has considerable responsibility over programs and activities and will assist with the preparation and monitoring of the citywide budgets. Requires a Bachelor's Degree from an accredited 4 year college or university in accounting, finance, economics, business administration, public administration or a closely related field. Possession of a CPA certificate is preferred. The ideal candidate will also have six years of increasingly responsible management and administrative analytical work experience, including a minimum of three years in the governmental area; familiarity with performance based budget/financial analysis and automated financial information systems. City application required. Apply at 111 Civic Drive, Hercules, CA 94547; call 24-hour job hotline at (510) 799-8204; or email the personnel department at Kcorrales@msn.com. Visit our web site at www.ci.hercules.ca.us. Final filing date is August 27, 1999.

continued on the next page

Up the Ladder, *continued*

ACCOUNTING SERVICES MANAGER -

Town of Colma, CA. Salary: \$4,422 - \$5,402/mo. with City-paid PERS, full-family medical, dental and vision, matching deferred comp., health club, etc. Known worldwide as the "cemetery town" with its 17 cemeteries, the Town of Colma serves an ethnically diverse residential population of 1,280 and a daily population of thousands of visitors through its regional shopping centers, auto dealers, and cardroom. The Town seeks a creative, hands-on, individual who can build the accounting program from the ground up. Under direction of the City Manager, the Accounting Services Manager plans and executes the Town's daily accounting operations, including accounts payable, accounts receivable, general ledger, payroll, fixed assets, financial reporting, annual audit, purchasing, business registrations, treasury management and budget coordination. Requires knowledge of complex principles and practices of governmental fund accounting, development and administration; and skills in spreadsheet and accounting software sufficient to perform job duties. Typical qualifying experience would include a four-year degree in accounting, business, finance or closely related field and four years of California governmental fund accounting experience. To apply: Contact Human Resources Department, Town of Colma, 1198 El Camino Real, Colma, CA 94014 for an application packet or call (650) 997-8300. Applications must be received by 5 PM, Sept. 17, 1999 (postmarks not accepted).

FINANCE MANAGER - City of West Sacramento, CA. Annual salary: \$55,116 - \$67,284 plus exclnt bnfts. Req's BA + 5 yrs prof. public accounting exper which includes 2 yrs of supervisory exper. For application info, contact Human Resources, PO Box 966, West Sacramento, CA 95691 or download from www.ci-west.sacramento.ca.us. FFD: 5 pm, 9/30/99. No Postmarks.

ACCOUNTANT II - City of Roseville, CA. Salary range: \$3150 to \$4020 per month. This position requires a Bachelor's degree with major course work in accounting or a closely related field and two years of professional governmental accounting and auditing experience. Final filing date August 13, 1999. Apply: City of Roseville, Human Resources, 311 Vernon Street, Roseville, CA 95678. Jobline: (916) 774-JOBS.

SPECIAL ASSISTANT XVII - San Francisco, CA. Salary: \$83,729-\$101,764 annually. San Francisco International Airport. 7 years experience in a combination of municipal bonds and other debt issuance and experience in related work such as analysis of investment portfolios and capital projects as well as governmental budget is required. Bachelor's degree required. Master's degree highly desirable. Call (650)635-4996 for more info. Open until filled. May close at anytime.

ACCOUNTING SUPERVISOR - City of Costa Mesa, CA. Salary: \$3999 - 5359/mo. + excellent benefits including PERS 2% @ 55. Under general direction, the Accounting Supervisor plans, directs, reviews and coordinates the work of the Accounting Division. Requires Bachelor's degree in accounting, business or related field; four years of professional accounting & financial analysis experience, including one year in a supervisory capacity; municipal government experience preferred. Requires extensive knowledge of principles/practices of professional governmental accounting & auditing procedures; relevant federal, state & local laws/regulations; financial analysis; budgeting methods; and familiarity with computerized financial applications. For an official City application, contact: City of Costa Mesa, Personnel Division, 77 Fair Dr., Costa Mesa, CA 92626. (714) 754-5070, TDD (714) 754-5244. www.cityofcostamesa.com. EOE

PURCHASING AGENT - City of Milpitas, CA. Salary: \$4865.77 - \$6404.80/monthly (currently under review). Minimum qualifications for this position include 3 years of progressively responsible experience as a buyer, purchasing agent or similar position in a public sector/governmental agency and education equivalent to a Bachelor's degree from an accredited college. For more information please send a self-addressed envelope to: City of Milpitas, Human Resources Department, 455 E. Calaveras Blvd., Milpitas, CA 95035, or visit our web site at www.ci.milpitas.ca.gov.

SENIOR MANAGEMENT ANALYST - City of Sacramento, CA. Salary: \$3,532 - \$5,820 per month DOQ. Ideal candidates possess strong analytical skills, at least four years of progressively responsible experience in a centralized municipal government budget unit and a Bachelor's degree in business,

public administration, accounting or a related field. Master's degree preferred. To apply for this excellent career opportunity, please contact: Personnel Services, 921 10th Street, Sacramento, CA 95814, (916) 264-5726. FFD: September 7, 1999. AA/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*.

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.

continued on page 10