



President's Message

Mary Bradley, Director of Finance, City of Sunnyvale

Greetings!

September has been another very busy month for CSMFO and for municipal finance professionals. The State Legislature finished up its final session in a flurry of activity. GASB 34 is now officially a done deal. The CSMFO Board and Committee leadership held our annual planning retreat. And, on a personal note, I attended the Washington Finance Officers Association annual conference representing CSMFO.

Legislative Update

The State Legislative session is now closed, and a number of bills were acted on that have fiscal significance for cities. The theme of this session seemed to be employee benefits, with labor having a great deal of apparent power. (Can you say "feeding frenzy?") Several of our CSMFO members fought tirelessly, in conjunction with the League, to stop or at least minimize the impact of some of these bills, and our thanks go to all of them. The major legislation with significant fiscal impact for cities is:

AB 84 (Floyd). The original AB 84 was hijacked at the last minute and turned into a bill which would have prevented public agency approval of

large retail ("big box") stores that devote 15% or more of their space to the sale of non-taxable merchandise. Fortunately, recognizing that the bill was concocted in the final hours of the legislative session and rushed through with no public input, Governor Davis has already vetoed AB 84. In his veto message, Davis blasted what he called "the worst kind of end-of-session maneuvering." The veto message signals Davis' preference for preserving local control, but also suggests he is questioning the state-local fiscal relationship and its impact on municipal land-use decisions. "An argument can be made that the preference by many local governments for retail

economic activity over manufacturing or housing is questionable public policy that must be addressed by, among other things, looking at the fiscal arrangement between state and local governments," Davis said. "But matters largely involving local land-use and zoning decisions should not be preempted by the Legislature and Governor without thoughtful deliberation." This whole issue definitely bears watching as we continue our discussions on local fiscal reform.

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October 1999

**1999 CSMFO Weekend
Training Seminar
Friday, November 12 - Sunday,
November 14, 1999**

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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!*

Attachment:

1) 1999 CSMFO Weekend Training Seminar

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

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Chapter Corner: Central Coast

Michael Cox, Director of Administrative Services, City of Santa Maria

Ranging from Paso Robles to the north and Solvang to the south the Central Coast chapter includes 12 cities, a health care district, and a water authority. Spread across San Luis Obispo County and Northern Santa Barbara County the chapter meets bi-monthly with nearly a 90 percent attendance record.

Our meetings feature a lively round-table discussion on issues, concerns, and occasionally, a presentation from a public speaker. We welcome our staff members at the meetings to promote CSMFO and enhance staff's understanding of the big picture.

During the year, San Luis Obispo hosted the CSMFO Investment Seminar presented by Jerry Rogers from the City of Riverside. Twenty people from 13 different cities and agencies attended. We video taped the session, and it is available for other chapters from CSMFO.

A couple of our chapter members are actively involved in CSMFO at the state level. From San Luis Obispo, Bill Statler is on the CSMFO Board of Directors and the Technology Committee and Carolyn Dominguez serves on the Career Development Committee.

Mike Compton of Paso Robles is also participating in the recently developed "Coaching" program as a coach. After nearly 25 years as the head of a municipal finance department, Mike views this as an opportunity to share his experiences and knowledge with others. He jokingly states that after 25 years, "hopefully I have picked up a few tidbits of wisdom along the way." More importantly, this will provide an opportunity for him to learn and grow professionally.

In addition to his obvious full plate, Mike has graciously accepted the Chapter Chair position for the next two years.

In July, the City of Paso Robles sold \$23 million of a \$38 million capital appreciation general obligation bond for public improvements. The bond issue is note worthy because it passed with a 68.3% voter approval while a companion school measure failed.

The City of Santa Maria is making a big change in Utility Billing. Starting in October the City will bill water, sewer, and refuse service monthly instead of bi-monthly. The change involves reading water meters each month and doubling the production, mailing, and handling costs. This change was customer-driven to facilitate easier budgeting by consumers.

What's New On The Web?

How long has it been since you last visited the CSMFO web site (www.csmfo.org)? A number of surveys and resources have been recently added. The web site is continuously improving to offer members a one-stop shopping center of ideas, sample policies and RFPs. In fact, three new additions to the website will make it easier for you to keep up-to-date on the latest releases.

The first addition is a "What's New" page. This page summarizes by date the most recent surveys and sample documents added. In fact, it is now even easier to learn about updates to the web site by subscribing to an e-mail update alert list. Finally if you are looking for a particular resource, you can use the new search feature to go right to your subject.

So what can you find on the site? New resources include a purchasing policy, banking services RFP and financial advisor RFP. Surveys recently conducted include cities which have recently conducted ballot measures and the advisory services used, fixed asset management and control, and investment/treasury software. You can also obtain information on the weekend training program and get copies of budget and CAFR award program applications. As a last note, don't miss the new professional directory. New listings are being added regularly, so you may find just the firm you need to help on that special project. Check the website out today and find out what you have been missing.

Board of Equalization's Revision of Inquiry Procedure: Reallocations, Sales and Use Tax.

Information

The Board of Equalization (BOE) has announced plans to revise the procedure for inquiries for reallocations of sales and use taxes. When cities believe they are not receiving sales taxes for business conducted with their city, they submit an inquiry to the BOE for reallocation. A steady stream of inquiries from cities and their consultants have been piling up at the BOE. To address the situation, the Board of Equalization has drafted an issue paper on the backlog of local tax reallocation inquiries to the Allocation Group. When it met in late August, the Board instructed staff to continue to study the issue. The issue paper makes a number of recommendations to address the current backlog in reallocation inquiries. Among other suggestions, the paper recommends:

- * hiring more staff to resolve the backlog.
- * raising the threshold from \$5 per inquiry to \$500.
- * limiting the number of inquiries a city or consulting firm could submit per quarter.

The League testified in opposition to several elements of the issue paper, particularly the limitation on number of inquiries and the arbitrary tenfold increase of the threshold. Without further discussion and dialogue, the League and the City of San Jose strongly opposed moving forward with the proposal. The Customer Services Committee of the Board responded and put the final decision off until the Board's next Sacramento meeting to be held November 17, 1999 in the BOE chambers. A summary of the recommendations can be found on the BOE Web site at www.boe.ca.gov/meetings/meetings.htm under "Customer Services Committee." An alert on this issue was posted on the CSMFO group e-mail and several finance directors promptly responded that the reallocation backlog was a serious concern for their city.

City officials are encouraged to review the document and forward their comments to the Board of Equalization members and staff. City officials are also encouraged to consider attending the hearing on November 17, in Sacramento.

Weekend Training Registration

Last day to register for this year's weekend training is October 15th. Don't miss out on the great opportunity to attend this year's exciting seminar! A registration form with all the details is attached to this issue of the *Mini-News*. Fax the form to Ronnie Campbell, City of Lake-wood at 562/866-9771, to hold a spot, and then mail a check to confirm your reservation.

Issuer Beware - Bond Disclosure Statement Changes

The National Federation of Municipal Analysts (NFMA) published a draft of their Recommended Best Practices in Disclosure in May. The recommendations focus on three segments in the municipal market: housing (multi-family and single family); health care; and, land secured transactions. The papers are available on the NFMA's web site: <http://www.nfma.org>. The NFMA is seeking comments from investors, issuers, bond counsel, developers, and other industry participants to these recommendations. Comments are due by October 15, 1999.

The Municipal Securities Rulemaking Board (MSRB) held three forums through the country on the Land-Secure Disclosure portion of the Recommended Best Practices. Roque Chiriboga, Financial Analyst/Debt Administrator with the City of San Marcos, attended the September 16th forum in Costa Mesa and was surprised at the low number of issuers in attendance. The audience was mostly investors, bond counsels and financial advisors. Roque recently posted a message on the CSMFO group e-mail list asking if members were aware of the proposed Best Practices in Disclosure and asked for members views and comments. You may contact Roque via e-mail at rchiriboga@ci.san-marco.ca.us or by phone at 760/744-1050 extension 3133.

If you wish to respond directed to the NFMA, you can send an e-mail message to Lisa Good, NFMA executive director, at lgood.nfma@worldnet.att.net. Finance directors of cities that issue land based debt financing are encouraged to examine these proposed practices and make sure the issuer interests are addressed in the final recommendation.

rise again in the session coming up in January. At the close of the session, the Governor would not sign the bill because it was too broad. He indicated that he would sign a binding arbitration bill if it excluded a) state personnel, b) "wannabe" peace officers, and c) issues that are not "economic." Even at this reduced level it definitely will have an adverse financial impact on us if passed.

The governor has until October 10 to act on legislation passed on to him.

GASB 34

In June, GASB officially issued Statement 34, "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments." As you are all aware, this Statement mandates a new reporting model and significantly changes the way in which local governments report their financial results. There has been considerable debate, discussion, and, dare I say it, argument, over GASB 34.

CSMFO now needs to formalize a recommended position on GASB 34 and our role in its implementation. Derek Hanway, CPA extraordinaire and president-elect, has agreed to convene a task force of our members to work with him to clarify the issues, educate and inform our membership, and develop a statement of position to be voted on at our General Business meeting during the February annual conference. The first task for Derek's committee will be to prepare an understandable summary of GASB 34 along with pros and cons of the issue. They hope to post this summary on our web page by December so that they can solicit

President's Message,

continued

SB 800 (Dunn) formerly SB 339. In another amazing display of legislative sleight of hand, the provisions of SB 339 that would raise the PERS pension limit for local safety members from 75% to 85% reappeared in SB 800 at the last minute. It passed out of the legislature with strong support from both houses and was sent to the governor on September 27.

SB 234 (Hughes). This bill would require "purchasing power protection allowances" paid to PERS retirees to be increased to 80% of the purchas-

ing power of the initial monthly allowance for retirees of contracting agencies and 75% of the purchasing power of the initial allowance for all other retirees of the system. (For all other retirees, read: State employees) Of course, it would require the costs of those benefits to be paid from employer assets. This bill also passed both houses with strong support and was sent to the Governor on September 27.

SB 402 (Burton). This bill, which would mandate compulsory and binding arbitration for public safety, did not pass in this last legislative session. However, it is expected to

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President's Message,

continued

member input. It is essential for us to have as much feedback as possible from our members prior to developing the proposed position.

Members who have agreed to work with Derek on this important issue include Bill Statler (San Luis Obispo), Mike Dennis (Santa Monica), and Zane Johnston (Tracy). Derek is also looking for other volunteers to help on the project, so please contact him if you are interested.

CSMFO Annual Planning Retreat

In September, the CSMFO Board and the Committee leadership held our annual planning retreat. This is a day long session designed to review the progress that has been made on the current year's work plan and establish goals and milestones for the coming year. Derek Hanway, as president-elect, led the planning session in developing a set of 6 goals for the year 2000.

The goals will be posted on the web site with quarterly progress reports and a link to share comments with the program leader. You also will be hearing about each of these goals in detail in future Mini-News articles, as well as at the Annual Conference and at Chapter meetings. At this time I would like to list each goal and give you a few highlights about what you can expect in the year to come. I think you will be as excited as the Board is about the good things that are happening within CSMFO and about the even better things that are coming.

Goal: New Member Outreach

Purpose: Increase membership, participation, and satisfaction

Goal: Expand Coaching Program

Purpose: Further development of CSMFO members and next generation of CFOs

Goal: Continue high-quality, available training

Purpose: Expand training for members, particularly in accounting area

Goal: Enhance use of technology

Purpose: Share and gather information, provide useful tools to members and organization

Goal: Strengthen role of Chapters in CSMFO

Purpose: Strengthen organization by linking and developing membership at local levels

Goal: GASB 34: Development of CSMFO position and implementation guidance

Purpose: Clarify CSMFO position and assist membership in response and implementation

Washington Finance Officers Association

As the President of CSMFO, I had the honor to represent California finance officers at the annual conference of the Washington Finance Officers Association (WFOA) earlier this month. This was a great opportunity to network with WFOA members regarding the major issues in our profession as well as to see how another association conducts its business. WFOA members were extremely cordial and were delighted to have a representative from California at their event.

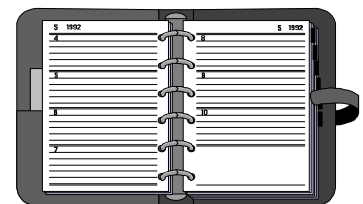
Perhaps the most consuming issue for WFOA was GASB 34. After considerable deliberation, the WFOA Board prepared a draft resolution stating their position on the statement and their plans for implementation; this resolution was considered and voted on by their membership at the

general business meeting. Since this material is very timely to our own discussion of the topic, I am forwarding it on to Derek Hanway for use by his task force on GASB 34.

Finally, congratulations to David Jones, our super lobbyist at the League of California Cities, on the birth of his new baby daughter, Lindsay. Lindsay was born right at the end of the Legislative session, which took some expert juggling, but mother, father, and baby are doing fine.

See you at the League annual conference October 11!

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

Chapter Meetings

Please fax or e-mail
your meeting
announcements
to
Mai Nguyen
at
(916) 658-8240 or
nguyenm@cacities.org

Coachella Valley

Agnes Flor, Chapter Chair, Rancho Mirage

Date: Friday, October 15, 1999
Time: 12:00 Noon
Host: City of Indian Wells
Place: Miramonte Resort
760/341-2200
Spkr: Anthony J. Bellanca, CPA
Topic: Open Forum with Riverside
County Auditor-Controller
Rsrv: Susan, 760/776-0235

Desert Mountain

John Cuevas, Chapter Chair, Big Bear Lake

The Desert Mountain Chapter, "where the sand meets the snow," meets quarterly at various locales depending on the season and graciousness of its members. This chapter is the largest, geographically, of the CSMFO chapters. Generally located East of the Sierras and North of San Bernardino, it also includes the highest (Mt. Whitney) and lowest (Death Valley) points in the state. Members who regularly attend meetings include the cities of, Apple Valley, Barstow, Big Bear Lake, Hesperia, Lancaster, Palmdale and Victorville. Other members, geographically challenged by our vast territory, attend less frequently. Still we like to say we "have the most fun and are the friendliest" of all the chapters.

Next Quarterly Meeting

Date: Thursday, January 27, 2000
Place: Idle Spurs, Barstow
Host: John Morris, Barstow

Topic: Chapter Chair Elections
Contact: John Cuevas, 909/866-5831

South Bay

Agnes Walker, Chapter Chair, Redondo Beach

Manhattan Beach has decided to postpone its planned bond issue for the November ballot until next year pending further cost analysis.

Central Los Angeles/South Bay

Jose Gomez, Chapter Chair, Paramount

Date: Thursday, October 21, 1999
Time: 11:30 A.M.
Place: Progress Plaza
15500 Downey Avenue
Paramount, CA
Spkr: Nikolai Sklaroff
Vice President
Salomon Smith Barney
Topic: Bond Ratings: How You Can
Improve Them
Rsrv: Andy or Valerie
562/220-2027

Orange County

Stephen Dunn, Chapter Chair, Buena Park

Date: Thursday, October 28, 1999
Time: 11:30 A.M. - 1:30 P.M.
Place: The Turnip Rose
Spkr: Leo Crawford
Topic: Orange County's Y2K
Perspective
Rsrv: Maria Mendoza
714/562-3711

Next Meeting

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

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

Up the Ladder

FINANCIAL ANALYST - San Leandro, CA.

Salary: \$ 4,997-\$ 6,073/mo, plus excellent benefits including 2% @ 55 PERS Plan. Reporting to the Finance Director, this management position is responsible to manage the city's accounting system and supervise a small staff of professional accountants. The selected individual will also prepare financial reports and special studies, assist operating departments monitor and track expenditures, participate as a team member in the annual budget process; in addition to other financial mgmt duties. Requires a B.A. degree in accounting or business administration and five years of responsible experience in financial analyst and management, preferably in a CA local govt. Further, the ideal candidate will be a team player, capable of carrying out job duties with limited supervision, and able to resolve complex financial problems with creativity and logic. For an application, call the City's Job Hotline at (510) 577-3397 or download an application from the City's webpage at www.ci.san-leandro.ca.us. Deadline to apply: Friday, October 22, 1999, by 5:00 P.M. No resumes and late applications accepted. EOE.

AUDITOR/CONTROLLER - Tuolumne

Utilities District, Sonora, CA. Salary: \$55,931-\$68,162 annual, plus benefits & employer paid PERS. Tuolumne Utilities District is seeking qualified individual to manage and coordinate operations within the Finance Department; responsible for general accounting, budgeting, cash flow, customer service, investment and management of cash and revenue, purchasing and inventory, payroll, receivables and payables; coordinate and oversee completion of the district's annual audit and financial statement; exercise direct supervision over department personnel. Qualifications include bachelor's degree from an accredited college or university with major in accounting, finance, or related field; at least five years of responsible experience in financial management or accounting, preferably with a public agency, including two years of administrative and supervisory responsibility. Application deadline 10/15/99. To obtain required district employment application, contact TUD, P.O. Box 3728, Sonora, CA 95370. Phone: 209/532-5536. EOE. Resumes will not be accepted in lieu of district application.

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Up the Ladder, *continued*

FINANCIAL PLANNING DIRECTOR & ACCOUNTING MANAGER (Two Positions)

- Davis, CA. The City of Davis, 15 miles from Sacramento in Yolo County, is home to the University of California at Davis. Davis (pop. 54,000) is known for its creative solutions, solar energy pioneering, responsible growth management, university environment, pedestrian/bicycle friendly infrastructure, red double-decker bus system, outstanding public schools and its close proximity to mountain and recreational amenities. If you are bright, analytical, a true professional, a team player, have a sense of humor and a strong work ethic please consider the following outstanding career opportunities:

FINANCIAL PLANNING DIRECTOR -

Salary: \$91,430. Oversees a full-function finance department of 21 employees and serves as City Treasurer. Must have open style, strong knowledge of California municipal finance, a big picture approach to finance, familiarity with various city budget models and responsible investment practices, experience with multiple debt service instruments and municipal tax structures. BS degree in a relevant field required (advanced degree preferred). Must be solution oriented and have excellent communication and delegation skills.

ACCOUNTING MANAGER - Salary: \$56,274 to \$68,402. Oversees fourteen employees engaged in budgeting, revenue analysis, utility billing/customer service, and general accounting and payroll. Must be a problem solver with an open style, strong communication skills and familiarity with California municipal finance. BS degree in a relevant field required (advanced degree preferred).

To apply: send resume, cover letter, current salary and three work-related references by October 29, 1999 to Shannon Associates, 1601 Response Road, Suite 390, Sacramento, CA 95815 or call 916-567-4280. Fax: 916-567-1220. Visit the City of Davis web site at www.city.davis.ca.us or e-mail to resumes@shannonassoc.com.

ACCOUNTING SUPERVISOR - Tustin, CA. Salary: \$4335 - \$5269/month. Exercises direct supervision over acctg/clerical staff, supv/participates in variety of acctg/fiscal mgmt. activities, provides technical/admin assistance to mgmt. level Finance staff, participates in audits, reviews/develops acctg. procedures, monitors mgmt. 401(a) program, resolves issues, coordinates & trains non Finance staff in use of new financial software, responsible for computer systems support functions. Five yrs. professional governmental accounting experience two of which incl. supervision of acctg. personnel & B.A. degree w/ major course work in acctg/finance/business admin or related field. Experience w/ Bi-Tech software highly desirable. Application deadline: October 28, 1999. For application materials contact the City of Tustin, Personnel Services, 300 Centennial Way, Tustin, CA 92780, (714) 573-3050. AA/EOE/D.

MANAGEMENT ANALYST/FINANCE -

Sunnyvale, CA. Salary: \$50,450 - \$64,450 annually, + excellent benefits including PERS 2% at 55. There are currently three openings that will be filled as a result of this recruitment. Future openings are anticipated in the office of the City Manager. These positions will perform responsible, complex and sensitive work in several specialized areas in Finance, such as: financial system administration, compliance and operational audits, and administering a component of the city budget. Strong personal computer skills highly desirable. Requires equivalent to Bachelor's degree in economics, accounting, finance, business administration, public administration or a closely related field, plus three years of responsible management/administrative analytical work experience. Apply by 11/12/99, 5:00 p.m. For an official City application, contact: City of Sunnyvale, Human Resources Department, 456 W. Olive, Sunnyvale, CA 94086, (408)730-7490, or visit our web site at www.ci.sunnyvale.ca.us for an application packet.

PRINCIPAL ACCOUNTANT - City of Riverside, CA. Salary: \$4,539 - \$5,518. 4 yrs. full-time exp. in prof. acctng. include. at least 1 yr. of supv. exp. Equiv. to a Bach. Deg. from an accred. coll./univ. in acctng. or bus. admin. City application required. Apply by 10/22/99, City of Riverside, 3780 Market Street, Riverside, CA 92501. Ph: 909/782-5808; TDD: 909/782-2515, EOE/M-F-ADA.

REVENUE MANAGER/ADMINISTRATIVE OFFICER (Treasury Dept.) - San Jose, CA.

Salary: \$63,069 - 93,276 annually. This position is responsible to plan, develop, implement and manage programs to maximize available resources to improve enforcement, payment processing and monitoring of new and existing revenue sources. Evaluate, improve and automate current collection methods and billing service delivery methods. Requires a Bachelor's Degree from an accredited college or university and 6 yrs of increasingly responsible experience in business management and/or administration, including at least 2 yrs of continuing full supervisory experience of professional staff. Contact: Karen Papalias, Human Resources Dept., 801 N. First St., Room 207, San Jose, CA 95110, 408/277-3264, karen.papalias@ci.sj.ca.us for a supplemental questionnaire. Submit a 1-page cover letter, resume, and responses to the supplemental questionnaire by 10/29/99. Please include "Administrative Officer -Treasury" on the top right corner of the cover letter.

FINANCIAL ANALYST/BUDGET OFFICER - Las Virgenes Municipal Water District, Calabasas, CA.

Salary: \$3,918-\$5,094/mo., plus excellent benefit package. The District is seeking applications for the position of Financial Analyst/Budget Officer to coordinate the development of the District budget; make projections of annual cash flow; perform water rate analyses; research state and county master contracts for potential savings; research and pursue grant funding; supervise the purchasing, warehousing and inventory functions and staff; prepare annual reports, statements and disclosures; participate in year-end closing and audit activities; and complete a variety of special projects. The ideal candidate will possess significant experience developing complex budgets for public agencies; demonstrated success in grant writing and provide innovative approaches to budgeting. Excellent communication, coaching and leadership skills are essential. The ideal candidate will demonstrate a proactive, creative approach to problem solving and be a successful team builder. Requires a bachelors degree in accounting, finance, business administration or economics. Apply by 10/29/99. For application materials, contact Human Resources, 4232 Las Virgenes Rd., Calabasas, CA 91302, 818/251-2225, www.lvmwd.dst.ca.us EOE

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Up the Ladder, *continued*

ADMINISTRATIVE SERVICES DIRECTOR

- City of Calistoga, CA. Salary: \$4,678 - \$5,158/mo., DOQ, plus excellent benefit package. The City is seeking an experienced, skilled professional as its first Administrative Services Director. Calistoga is an historic, quaint, charming yet dynamic tourist destination community in Napa Valley. Responsible for administration of Finance Department, including financial services (accounting, budget preparation, financial planning, audit), purchasing, risk management, personnel system (payroll, benefits, classification and compensation plan), City's information/data processing/communications technology, and contract/franchise administration. Must possess strong communication, leadership, problem solving, and team building skills. Bachelors degree in closely related field, and five years increasingly responsible experience in public accounting, finance, and/or data processing, and local government management (including at least two years administrative and supervisory responsibility). Applications and resume must be received by 5:00 P.M., October 22, 1999. For application call Patt Osborne, (707) 942-2807, Fax (707) 942-2795, 1232 Washington Street, Calistoga, CA 94515. EOE.

ACCOUNTING MANAGER - City of Fountain Valley, CA. Salary: \$5,083 - \$6,150/mo., plus benefits. Performs a variety of technical and administrative duties in supervising the City's accounting, investing, business license, payroll and water billing functions. Incumbent coordinates the budget and audit activities; prepares financial reports and maintains program budget activity; conducts accounting duties for the redevelopment agency; prepares the annual State and Federal financial reports; prepares staff reports; supervises technical staff and performs other related duties as assigned. Requires BS in accounting or related field and 5 yrs financial experience; 3 yrs budgetary control, cost analysis and audit experiences; 2 yrs supervisory experience; municipal experience desirable. To apply, call (714) 593-4409 or visit us at 10200 Slater Avenue, Fountain Valley, CA 92708, EOE.

ADMINISTRATIVE SERVICES DIRECTOR

- Town of Windsor, CA. Salary: \$5,769 - \$7,014/mo., plus excellent benefits package, including 10% Management Compensation above base salary. Under administrative direction of the Town Manager, the Administrative Services Director is responsible for a comprehensive program of administrative and financial activities, including accounting, computer systems, financial reporting, risk management, personnel and employee relations, purchasing, budget preparation and administration and utility billing. Qualifications include a Bachelor's degree or equivalent in accounting, business or public administration, or a related field and a minimum of five years of increasingly responsible administrative experience in all phases of administration and finance in a public agency. A Master's degree is highly desirable. The Town is seeking someone who is direct and forthright, a team builder, and has excellent customer service skills. This is an "at will" position serving at the direction of the Town Manager. Applications will be accepted until the position is filled. Apply by submitting a Town of Windsor application for employment and resume to: Town of Windsor, Personnel, 9291 Old Redwood Highway, Windsor, CA 95492. To request an application call: 707/838-1017, fax 707/838-1269, e-mail kderkos@townofwindsor.com. Town's web page www.ci.windsor.ca.us.

Professional Card Advertising

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.

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