



President’s Message

Mary Bradley, Director of Finance, City of Sunnyvale

Greetings! I’m always happy for the fall, when we are almost done with our financial statements, we haven’t yet started the budget process, and the Legislature is adjourned! (By the way, please see the summary of final actions on legislation that Bob Torrez, Chair of our Intergovernmental Relations Committee, has prepared for your information.) During this time, I would like to draw your attention to several other items of interest to us as CSMFO members.

Membership Renewals

In the past few weeks, all current CSMFO members will have received renewal notices for the upcoming year. I am sure that you will all agree that membership in our organization remains one of the best values around, providing access to excellent and timely financial training, a vibrant and informative e-mail group list and website, and the ability to network with well over one thousand finance professionals within the State. As stated in our By-laws, the purpose of CSMFO is to “promote professional administration of municipal finance and to strive for the attainment of professional status of all those responsible for the conduct of the activities of the field.” In order to achieve this purpose, and to extend the benefits of membership

to as many people as possible, the CSMFO Board in 1997 amended the qualifications of membership so that a larger number from each jurisdiction could participate. The active member classification, for example, is open not only to those who are employed as the chief fiscal officer, but is also open to up to three additional persons performing at an assistant, division head, or lead level. Further, the government associate member classification is open to all those “engaged in municipal finance activities who do not qualify either as Active members” or as members in another classification. Membership in CSMFO is particularly value to people who are on their way

November 1999

2000 CSMFO membership renewal notices sent early October - Please call if you have not received your copy!

Annual conference packets will be mailed mid-November

up the career ladder or who are “Finance Directors in training;” indeed, this is where the next generation of financial managers are being developed. For these reasons, I would encourage all of you existing members to make the opportunity to participate available to as many others in your organization as possible!

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Attachment:

- 1) Accounting Course Registration Form
- 2) Project Outreach Survey

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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Jerry Rogers, Riverside
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Bob Leland, Fairfield

Chapter Corner: Orange County

Stephen Dunn, Director of Finance, City of Buena Park

The Orange County Chapter of the CSMFO represents 37 cities and special districts covering roughly 950 square miles and representing approximately 2.7 million citizens. Our members are spread all over with Brea and La Habra Heights in the north, Mission Viejo to the east and 42 miles of beach separating San Clemente and Seal Beach. Our member cities are home to some of California's top tourist attractions such as Disneyland and Knott's Berry Farm as well as professional sports teams playing out of the Arrowhead Pond and Edison Field. In addition, our member cities are host to some of the best shopping malls such as the South Coast Plaza, the Brea Mall, Fashion Island, the Mainplace and the Westminster Mall.

Our meetings are held on the fourth Thursday of each month (adjusted for holidays) typically at the centrally located Turnip Rose Conference Center in Orange. Our meetings average over 60 members and we have an excellent blend of representatives from our member agencies and commercial associates. These meetings provide our members wonderful networking opportunities not only to learn about various topics relating to our profession but to find out what is going on in our neighboring agencies.

After our lunch, we have had technical presentations on topics including investing bond proceeds and bond disclosure. We have also had timely presentations on topic including emerging technology for the new millennium, e-commerce and Y2K. Our August meeting was hosted by our southern neighbors, the San Diego Chapters of the CSMFO and CMTA at their annual *Day at the Races* event held at the Del Mar Race Track. Our December meeting will be at Knott's Berry Farm where our guests will be treated to a holiday presentation. All CSMFO members are welcome.

I would like to thank all the member agencies and commercial associates that regularly attend for their participation and I would encourage the other members to get involved. If you can't make a meeting, send someone else from your office as these meetings are an excellent way of making great contacts.

Looking Back, Looking Ahead

Bob Torrez, Director of Financial Management, City of Long Beach

In the October Mini-News, CSMFO President Mary Bradley gave an excellent year-end update, and talked about the organization's goals for the year 2000. From my perspective as the Intergovernmental Relations Chairperson, I'd like to make a few observations about the legislative session we just concluded, and what I think some of our goals relating to legislation, individually and collectively, should be for the upcoming year.

continued on the next page

Looking Back, Looking Ahead, *continued*

The League's October 14 Legislative Bulletin provides a good, concise wrap-up of the 1999 session. By the time you read this, you may have already attended the early November Legislative briefings and received a lot of detailed information from the League. If not, be sure to get a copy of their excellent year-end wrap up. By any measure, I think it's fair to say local government fared well in 1999. In fact, the League reported that it obtained the Governor's signature or veto on 15 of its 21 requests. Executive Director Chris McKenzie and all the League staff have to feel pretty good about that kind of success, as should we.

The recent influx of local government officials into the State Legislature, the favorable economy, and the Governor's middle ground approach and support on many issues were key elements in the positive outcomes we obtained. Another important factor was the unrelenting effort made by CSMFO members throughout the State to apprise legislators of their concerns, and influence the legislative process. By the way, I think one aspect of this process we could all improve upon is saying thank-you to our hard-working legislators and their staffs. They may not always agree with us and vote our way, but thanking them for listening to, and often voting for, our concerns is an area many of us can probably improve upon, myself included.

In her October message, Mary Bradley noted six organizational goals for CSMFO in the year 2000. Of these, I think two are particularly relevant to Intergovernmental Relations. They are (1) to strengthen the role of CSMFO chapters and (2) to strengthen organization by linking and developing membership at local levels. The professional development of our staffs, their participation in CSMFO activities and forums, and their networking and cross-training through professional contacts will strengthen them individually and pay back dividends to our organizations. In turn, expanding local CSMFO chapters will facilitate this professional growth, and provide a forum for developing better ideas. Pursuing and achieving these goals can only help to strengthen our voice, and our influence, in Sacramento. I am strongly encouraging my staff to become involved with our local chapter and I hope you do too.

So what does FY 2000 hold in store for us? If recent headlines provide any indication, the State coffers will continue to be full and much of the surplus will be slated for education and infrastructure development. But there is a growing recognition by all parties that the State and local fiscal relationship cannot continue in its present form and that something must be done to address the inequities of the ongoing property tax shift. Indeed, there are several high level groups studying this very issue and trying to arrive at a workable solution. Some have intimated that because any outcome will produce "winners and losers" changing the status quo may be very difficult to achieve. However, if there has ever been a time to resolve this long-standing problem it is probably now and we are probably the people who are going to figure out how to solve it. I look forward to working with you on this issue and the others we are sure to face in the year 2000.

Career Development Offers New Course

The beginning government accounting classes sponsored by local chapters have been a tremendous success. The career development committee recognized that members wanted next level of training in government accounting and has been organizing the resources to offer a program on intermediate government. The committee is pleased to announce that the first intermediate accounting class will be offered in Sacramento on December 1 and 2.

Rob Stout, Finance Director and a GFOA board member, of Modesto, will lead the two-day session. Rob has conducted similar training programs, and CSMFO is fortunate to have him volunteer to kick off this training in California. Attached to the *Mini-News* is the course registration form which describes the program content. Class size is limited to the first 25 applicants, so make sure to submit your registration form early.

The career development committee intends to recruit individuals interested in facilitating this training program and offering it in their chapter. If you are interested in being a trainer for a future program, you are encouraged to join the December session as an observer. Please contact committee chair, Jesse Takahashi (408/866-2113 or jesset@ci.campbell.ca.us), or Frances Medema (916/658-8218 or medemaf@cacities.org), regarding attendance as a future trainer. CSMFO plans to offer this education opportunity at chapters across the state and needs your help to make it happen.

President's Message, *continued*

Update on GASB 34 Task Force

Last month I reported on the formation of a Task Force to educate our membership on GASB 34 and formulate an official CSMFO position. Members of this Task Force include Derek Hanway (Burbank), Chair; Jo Barrick (Shafter); Dave Bass (Lake Forest); Uma Chokkalingam (Menlo Park); John Cuevas (Big Bear Lake); Mike Dennis (Santa Monica); Zane Johnston (Tracy); Bill Statler (San Luis Obispo); and Karen Brust (San Diego County Water Authority.) Following a recent, and spirited, conference call, the group divided up to prepare three separate position papers that will be posted on our website. The first will detail the reasons why we should continue to oppose GASB 34, the second will discuss why we should support and implement the statement, and the third will explain why we should oppose the statement in principle but begin preparing for implementation. Look for these informative papers on the website in December, with a formal discussion and vote to occur at our annual conference in February. Thanks from all of us to these knowledgeable and brave members of the Task Force!

CSMFO Elections

Article III, Section C of our By-laws requires that the President appoint a nominating Committee to present a slate of officers for the following year. This year, the Nominating Committee consists of Howard Longballa, Zenda James, Derek Hanway, Steve Temple, Larry Hurst, and Bob Leland, along with myself as **Chair**. Ballots will be mailed to all

active members by November 10, with ballots returned by December 1. Votes will be tabulated at the Financial Management Seminar in December.

You may also recall that the By-laws were amended last year to establish the position of "Special District Liaison," but the actual method of election for this position was not defined at that time. Karen Brust from the San Diego County Water Authority was appointed by the Board of Directors as the Liaison and given the task of polling special district members and recommending an appropriate election methodology. Karen made her report at the September Board meeting. In brief, the Board has proposed that the Special District Liaison position will have a three-year term and be voted on only by Special District members. A slate of two candidates will be nominated and the vote will be held at large. An amendment to the By-laws incorporating this methodology will be offered to our members at the February general business meeting, and ballots will be distributed to special district members following approval. In subsequent years, the voting will occur by separate ballot at the same time as the regular elections.

In closing, don't forget the League of California Cities Financial Management Seminar being held in Monterey on December 9 and 10. The registration forms should have reached you within the last week or two, and are available on-line at <http://www.cacities.org> or by calling Frances Medema at 916/658-8218. The program line-up includes a number of topics that are of vital importance to us and I urge you to consider attending. See you in Monterey!

What's New on the Net?

Have you checked out the CSMFO website www.csmfo.org lately? There is a wealth of information to assist government finance professionals in their day-to-day operations. If you haven't explored the site recently you may want to spend some time reviewing recent additions.

The surveys that are frequently conducted on the group e-mail list are summarized and filed on the website for future reference. If you click on "Survey Results" on the front page of the website a list of survey categories will appear. From there you can quickly go to topic areas which interest you. Incidentally, you can subscribe or unsubscribe to the group e-mail lists directly from the website by clicking on the "Sign-up for our group e-mail list."

If you are searching for a consultant to help with a special project, you will want to review the list of CSMFO commercial members who have subscribed to the new "Professional Directory." The directory lists the providers by service category for your convenience.

Finally, the 2000 CSMFO goals adopted by the Board of Directors will be posted on the website by November 15. The Board has set some ambitious targets to make your membership even more valuable. Each goal will list the board or committee member charged with making the goal reality. You are encouraged to contact these members and offer your comments. The goals will only be successful if you provide feedback.

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What's New on the Net?,

continued

So don't miss out on exciting things happening on the CSMFO website. You will also want to check out the League of California Cities web site www.cacities.org. Legislative updates are easily found on the web site. The League is in the process of reviewing and completely overhauling the site. If you have comments or questions on either site, please contact Frances Medema at medemaf@cacities.org or telephone 916/658-8218.

Project Outreach Update – We Need Your Help

Paula Chamberlain, Finance Director, City of Pomona

The Project Outreach resource guide provides names and telephone numbers of experienced city officials willing to share their expertise with other finance practitioners on more than 70 different phases of financial management and continues to be one of the most useful tools produced by the organization. The guide has also recently been added to the CSMFO web site for easy on-line access.

To keep current with our ever-changing environment, we are surveying members to determine what topics are most important to you. Please take a few minutes to complete the attached survey by checking the boxes next to those topics that should remain in the guide. Spaces have also been provided for you to add suggestions for other

topics that may be of benefit to the organization. Once the results of this survey have been compiled, a second survey to solicit topic volunteers will be sent to all members.

For your convenience, a copy of the survey will also be placed on the CSMFO web site, which can be accessed at <http://www.csmfo.org>.

Introductory Governmental Accounting Training Class

On October 7, 1999, the City of Milpitas hosted an "Introduction to Governmental Accounting" training class, one of the firsts sponsored by the Career Development Committee of CSMFO in northern California. This course is designed primarily for those with a non-governmental and/or accounting background such as clerical specialists, administrative assistants or anyone else interested in learning basic governmental accounting concepts. More than 40 staff members from Northern California cities signed up within the first two weeks of our announcement. Using materials drawn from the GFOA course and a PowerPoint presentation developed by the City of West Hollywood as guidelines, the city's external auditor, Maze and Associates, did an excellent job in facilitating the training. The class received a lot of enthusiastic responses from the participants.

The class also generated many inquiries from other cities regarding what is involved in hosting the class.

Based on the our city's experience and the guidelines provided by the Career Development Committee, I would like to share with you the following minimum requirements for hosting the class: First, have a site that seats 30-40 people comfortably, and preferably with tables (to place materials on). Second, arrange some kind of "bag" lunch and cold drink and/or coffee. Third, arrange to copy participant materials and put in binder for distribution. Fourth, secure a facilitator such as CPA firm or other qualified instructor (Finance Director, Manager or Senior Accountant with sufficient governmental experience to lead the training). Rotating training segments between various facilitators makes it easy for each to prepare and helps keep the audience interested. Fifth, be somewhat centrally accessible to other cities. Sixth, the sessions should to last about 4-5 hours to allow sufficient time to present materials (recommend, but not absolute). Finally, the class should start mid-morning and end mid-day to allow for traveling time (recommend, but not absolute).

The City of West Hollywood has put together a PowerPoint presentation that follows the a package for the class that includes the Government Finance Officer's Association's introductory course materials and will send one copy of each to interested cities for the cost of copying and shipping (\$40.00), a discussion leader's guide, and a PowerPoint presentation. This is a very convenient and inexpensive way to train our front line staff. If you are interested in hosting a training class, please contact Judith Wright at the City of West Hollywood at 323/848-6329 or jwright@ci.west-hollywood.ca.us.

Counties Win Trial Court Test Claim on ERAF Shift

League of California Cities

Some of you may have been in the media that a trial court has agreed with Sonoma County and several other counties that the Educational Revenue Augmentation Fund (ERAF) shift of local property tax revenues from cities, counties and special districts to the state constitutes a reimbursable state mandate.

Sonoma and several other counties filed a test claim before the Commission on State Mandates in 1997, arguing that the ERAF shift is a mandate within the meaning of the California Constitution. The commission denied the test claim, and the counties appealed. (The League has been in contact with the counties about this case and advised cities of the counties' efforts in the February 1999 issue of *Western City*).

In the Sonoma County case, the court found that:

... the ERAF legislation created a new program or higher level of service which requires reimbursement under Article XIII B, section 6 of the California Constitution since the shift of local property taxes compels the counties to accept financial responsibility in whole or in part for a program which was required to be funded by the State by the enactment of Proposition 98.

The court directed the commission to set aside its original decision and make a determination of how much the state owes counties for their test claim.

Next Steps for Cities

The trial court's decision is encouraging news for cities. But the state has indicated that it will appeal the ruling, which means that the ultimate resolution of this matter is not certain. The appellate case will be sent to the League's legal advocacy committee for a recommendation to the League board on the issue of providing friend-of-the-court assistance to the counties before the court of appeal.

The trial court's ruling in this litigation may help produce a greater receptivity to cities' and counties' ongoing efforts to seek a reversal of the ERAF shift. The League will continue to keep cities posted on these, and other issues affecting cities' fiscal matters.

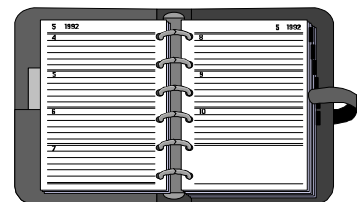
GFOA Awards for Excellence

Applications for the 2000 Awards for Excellence program are available and will be accepted from October 1 through December 31, 1999.

The GFOA Awards for Excellence program recognizes outstanding contributions and innovations in the field of government finance and stresses practical and documented work that offers leadership to the profession and promotes improved public finance.

GFOA invites you to participate in its annual Awards for Excellence competition. If you have any questions, please feel free to contact Cathy Floyd at 312/977-9700 or CFloyd@gfoa.org.

MARK YOUR CALENDARS



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

South Bay & Central Los Angeles

Agnes T. Walker, Chapter Chair,
Redondo Beach

Jose Gomez, Chapter Chair, Paramount

Date: Thursday, December 16, 1999

Time: 11:30 A.M. - 2:00 P.M.

Place: The Chart House
231 Yacht Club Way
Redondo Beach, CA 90277
310/372-3462

Subject: Luncheon Meeting/Holiday Get-Together

Spkr: This will be a round table session to discuss any topic you want. We will also be electing the new Chapter Chair for South Bay.

Cost: \$25.00 (Please feel free to bring a gift exchange or door prizes - completely voluntary)

Menu: Choice of roasted prime rib of beef, orange basil salmon or peppercorn chicken with mashed potatoes, a selection of breads, plus caesar salad, mud pie and coffee service. If it works out, we may have a dessert to kill for! (Please make sure to indicate your entree selection when you make your reservation)

Rsvr: Renate Bryant, 310/372-1171, ext. 2223 by Monday, December 6, 1999.

Sacramento Valley

Ray Berzins, Co-Chair, Folsom

Sharon Grammer, Co-Chair, Folsom

Date: November 19, 1999

Time: 10:00 A.M.

Place: City of Citrus Heights

Spkr: Susan Mahoney, Finance Manager
City of Citrus Heights

Topic: The process that one goes through when starting a new city from scratch

Rsvr: Ray Berzins, 916/355-7297 or
Sharon Grammer 916/355-7294

Cost: Between \$10-15. Lunch after the meeting will be at the Trellis Cafe with a special menu available.

San Gabriel Valley

Mark D. Alvarado, Chapter Chair,
Monrovia

This will be joint meeting with the MISAC, Municipal Information Systems Association of California.

Date: Wednesday, December 1st

Time: 9:30 A.M. - 1:00 P.M.

Place: Cal Poly Pomona
Kellogg House
3801 West Temple Ave.,
Pomona, CA 91768

Spkr1: Ted Gaebler
Author of Reinventing Government

Spkr2: Microsoft Representative
Doing an update on Windows 2000 and Office 2000.

Rsvr: Hilda Quintana, 626/932-5515, or
hquintana@ci.monrovia.ca.us

San Diego County

Leslie Suelter, Chapter Chair, Encinitas

Date: Thursday, November 18th

Time: 11:30 A.M.

Place: La Jolla Marriott

Spkr: Michael C. Moreland
Moreland & Associates

Topic: GASB 34, etc.

Rsvr: Cheryl de Geus, 760/633-2644 or
cdegeus@ci.encinitas.ca.us

Coachella Valley

Stephen P. Compton, Chapter Chair,
Indio

Date: Friday, November 19, 1999

Time: 12:00 P.M.

Place: Temporary Clubhouse
38500 Portolla Avenue
Palm Desert, CA 92255

Spkr: Grant Brimhall
MBIA Municipal Resource
Consultant

Topic: E-Commerce - Sales Tax Erosion
"What Can/Should We Do?"

Rsvr: Host city "Palm Desert"
Veronica, 760/346-0611, ext. 320

Next Meeting

Date: December 6, 1999

Time: 12:00 P.M.

Place: City of Desert Hot Springs

South San Joaquin & Division III

Jo Barrick, Chapter Chair, Shafter
Mike Prandini, Division Chair, Clovis

Date: Thursday, November 18, 1999

Place: Radisson Hotel - 559/636-1111
300 South Court
Visalia, CA 93291

Time: 12:00 - 2:00 P.M.

Cost: \$20 (Lunch includes BBQ Tri-tip sandwiches served with fries, fruit, tea and brownies for dessert)

Spkr: Paul Lewis, Public Policy
Institutes of California

Topic: Will discuss findings from his new report on *Sales Tax Competition* and the *Fiscalization of Land Use*

Rsvr: John Holt, 559/738-3423
No later than November 16

Promotion

Mark Moses has been promoted to Financial Services Manager of the City of Fremont. Mark will be responsible for all Financial Services Office operations. He served as the Assistant Financial Services Director since 1998 and before that was the Finance Officer of the Union Sanitary District. Mark holds a B.S. in Industrial Engineering from UC Berkeley and an MBA from Golden Gate University. Congratulations, Mark!

CSMFO Mini-News

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Fax: (916) 658-8240

E-mail: nguyenm@cacities.org

Website: www.csmfo.org



Welcome, **Paul E. Harmon!**
New Director of Administrative
Services, City of Norco
909/270-5650

Up the Ladder

FINANCE DIRECTOR - City of Fillmore, CA. Salary: \$4480 - \$5450/mo. + 10% premium for CPA, DOQ. Population 13,200. Requires a Bachelor's degree in accounting or related field and five years progressively responsible experience in all aspects of financial planning and administration, including two years in a supervisory capacity. Master's or CPA highly desirable. Spanish speaking ability desirable. \$7.7 million operating budget; \$5.4 million capital improvements budget. Responsible for managing City's investment portfolio; administering RDA bonds, COP's, CFD's and development fee program; oversight of utility billing, accounts payable, payroll, business licenses, purchasing; annual budget preparation and audits; Management Information Systems; Risk Management; and Personnel administration. The City of Fillmore is situated in the historic Heritage Valley, surrounded by an abundance of citrus groves, avocado orchards and incredible mountain views and located in Ventura County, the safest county in the State of California and is approximately 60 miles northwest of Los Angeles. Tourism is a growing industry for Fillmore's historic downtown. Efforts to develop regional tourism will bring outside investment into the community, allowing Fillmore to remain as the "Last Best Small Town in Southern California." Apply by 5:00 P.M., November 12, 1999. Apply at City of Fillmore, City Clerk, 250 Central Avenue, Fillmore, CA 93015. 805/524-1500, ext. 211. EOE.

ACCOUNTING MANAGER - City of La Quinta, CA. Salary: \$4480-5445/mo., plus generous benefit package. Under general

direction of the Finance Director, responsible for the day to day operations of the City's Finance Division: oversees payroll function; maintenance of general ledger; prepares or oversees preparation of all financial statements, financial reports, and annual reports to the state. Administers revenue programs. Oversees and arranges the operation of the City's computerized financial and accounting systems, including investigation and research of applicable software. Manages the City's information processing systems. Administers the City's purchasing system. Requirements: Bachelors degree from an accredited college or university with major course work in accounting, 4 or more years experience in municipal government accounting, with at least one year of supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. MIS experience desirable. Closing date: November 30, 1999. City application required - No facsimiles. City of La Quinta, PO Box 1504 (78-495 Calle Tampico), La Quinta, CA 92253. 760/777-7092.

ASSISTANT DIRECTOR OF FINANCE - City of Victorville, CA. Salary: \$4,364 - \$5,318/mo + excellent benefits. Population 63,478. Under general direction, assists the Director of Finance in managing, and coordinating assigned accounting and financial services operations and activities within the Finance Department including general accounting, financial reporting, sanitation/recycling administration and purchasing; acts as Deputy City Treasurer; coordinates activities with other division, departments and outside agencies; provides highly responsible and complex administrative support to the Director of Finance, and performs related work as required. Bachelor of Science degree in Business Administration or closely related field, and four years of professional municipal accounting and auditing experience including at least two years supervising professional accounting staff. Must possess a valid, unrestricted, Class "C" California driver's license. Apply by: 3:00 P.M., December 3, 1999. City application required. Faxes or e-mails not accepted in lieu of city app. Apply at City of Victorville, 14343 Civic Dr., Victorville, CA 92392, Jobline 760/261-1508, phone 760/955-5051, vville@ci.victorville.ca.us. EOE/AA/ADA

DIRECTOR OF FINANCE - City of Morgan Hill, CA. Salary: \$91,512 - \$117,264 (Includes employee's contribution to PERS). Located south of San Jose, Morgan Hill provides a full range of services to a population of 30,000. With a staff of 10, the Finance Department performs all accounting, auditing, cash management, revenue collection, utility billing, purchasing, data processing, grant accounting, budget, risk management and treasury functions. Total operating budget is \$50 million. The ideal candidate will have strong technical, customer service, leadership and management skills and will recognize the value of the team environment. Candidates should possess a BA/BS in accounting, finance, business or public administration or a closely related field; master's degree and/or CPA desirable. If you are interested in this outstanding opportunity, please send your resume including current salary to: Bobbi Peckham, DMG-MAXIMUS, 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841. Final filing date: December 3, 1999. recruit@dmg.maxinc.com

PRINCIPAL FINANCIAL ANALYST - City of Irvine, CA. Salary: \$56,194 - 79,520/ yr. + generous city-paid benefits. The city seeks an experienced individual to work in the Administrative Services Department as a Principal Financial Analyst. The primary purpose of the Principal Financial Analyst is to plan, organize and direct financial operations, treasury and financial reporting activities of staff, and to participate in the City's budget development process and related fiscal forecasting programs. This position is responsible for overseeing and performing a wide variety of highly complex fiscal activities including treasury operations, portfolio management, tax levy and collection, bond debt issuance and administration, fund accounting and financial reporting, budget preparation and administration, and the successful candidate will also supervise, train and evaluate professional, technical and clerical staff. The ideal candidate will possess a Bachelor's degree, Master's preferred, in Accounting, Business, Public Administration or a related field, and have at least six years of directly related government finance experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Call 949/724-6201 to obtain application materials. Apply by 5:00 P.M., Wednesday, November 24, 1999. Visit our web site at www.ci.irvine.ca.us for additional information.

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Up the Ladder, *continued*

ACCOUNTANT - City of Irvine, CA. Salary: \$40,197 - \$56,883/yr. + Generous city-paid benefits. The city seeks an experienced individual to work in the Administrative Services Department as an Accountant. The primary purpose of the Accountant is to perform professional accounting work which includes recording financial transactions, account analysis and reconciliation, report writing, monitoring budgets as well as treasury banking and debt service related accounting tasks. The ideal candidate will possess a Bachelor's degree in Accounting, Public Administration, or a related field, and have at least one year of government accounting experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Call 949/724-6201 to obtain application materials. Apply by 5:00 P.M. Monday, November 15, 1999. Visit our web site at www.ci.irvine.ca.us for additional information.

ACCOUNTANT AND ACCOUNTANT II - City of Culver City, CA. Salary: \$3,059 - \$4,376, plus excellent benefits and the city pays the employee's 7% retirement contribution to the Public Employees' Retirement System. The City of Culver City is currently seeking qualified applicants for Accountant and Accountant II positions. These positions are in the classified service and are responsible for journey level accounting functions such as maintaining asset ledgers, analyzing fiscal transactions and preparing journal entries. The Accountant II positions also perform more difficult financial cost control functions and supervise clerical staff. Experience in fund accounting is highly desirable. Minimum Requirement: Bachelor's Degree in accounting or finance and two years of experience. Apply by: December 2, 1999 at 5:30 P.M. Applications may be obtained from City of Culver City, Personnel Office, City Hall, 9770 Culver Boulevard, Culver City, CA 90232. Telephone 310/253-5651.

BUSINESS TAX INSPECTOR - City of Culver City, CA. Salary: \$2,701 - \$3,297/mo., plus excellent benefits and the City pays the employee's 7% retirement contribution to the Public Employees' Retirement System. The City of Culver City is seeking qualified applicants for the

position of Business Tax Inspector. The incumbent will work under the direction of the Revenue Manager in the Treasurer's Department and will be responsible for identifying unlicensed business activities through the use of computerized databases, field surveys and other resources to assure proper compliance with business tax requirements. Duties also include: corresponding with property and business owners regarding the status of their account; investigating complaints and recommending remedies to complaints. Requires: Equivalent to high school and two years of financial office work experience including word processing and spreadsheets. Apply by November 18, 1999. Applications may be obtained from the Personnel Office, City Hall, 9770 Culver Boulevard, Culver City, CA 980232-0507. Telephone 310/253-5651.

SENIOR ACCOUNTANT - City of Inglewood, CA. Salary: \$3,883-\$5,501/mo, plus benefits. This position exercises independent judgement in the performance of a variety of complex and difficult professional accounting work with only occasional instruction or assistance from the Financial Reporting Manager. Responsibilities may include staff supervision; planning, development, implementation and control of automated accounting systems and procedures; coordination of accounting for the City's State and Federal Grant programs. Other duties as assigned. Qualifications include an undergraduate degree in Accounting or related field; and a minimum of two years of professional accounting and/or auditing experience. Governmental experience is required. An advanced degree in Accounting, Business Administration and/or a C.P.A. certificate is highly desirable. Strong computer skills are a must. Additional experience in areas such as financial reporting, budgeting, payroll, A/P is also highly desirable. Apply ASAP. City application required with resume. For job description and application, please contact: City of Inglewood, Personnel Dept., One Manchester Blvd., Inglewood, CA 90301. 310/412-5460.

ACCOUNTANT II - City of Perris, CA. Salary: \$3,008 - \$3,858/mo., plus benefits. 2/4 years experience required, preferably in a public agency. Requires BS in Acctg/Finance. Apply in Adm. Office, 101 N. "D" St., Perris, CA 92570, 909/943-6100. A city application must be filled out completely. Final filing date: until filled.

ACCOUNTANT - City of Long Beach, CA. Salary: \$2,585 - \$4,513/Mo + xln benefits. Performs difficult and responsible accounting functions, statistical analyses, and interpretations of information in the preparation and evaluation of fiscal records, transaction, statements, reports, and accounting systems and procedures; verifies, categorizes, posts, and reconciles revenues and expenditures to proper accounts and general ledgers. Req: Bachelor's degree in Accounting or a current CPA certificate, or a Bachelor's degree in Business Administration, Finance or a closely-related field (must have a minimum of 21 units in Accounting) and knowledge of current accounting practices/procedures & government accounting (fund accounting) practices; proficiency in the operation of a personal computer including a working knowledge of electronic spreadsheets are a must. Apply by: December 10, 1999. City of Long Beach, Civil Service Department, 562/570-6202. EOE

SENIOR ACCOUNTANT - City of Downey, CA. Salary: \$3,300 - \$4,088/mo. plus excellent benefits. (Salary and job title currently under review). Supervises all accounting personnel including accounts receivable and accounts payable. Prepares journal entries monthly and reconciles general ledger trial balance with subsidiary reports. Reconciles bank statements and bank balances with cash in bank balance and general ledger balance; includes all payroll and general account checks. Supervises, audits and administers retirement accounting and reporting. Requires a Bachelor's degree with major coursework in accounting or related field and a minimum of two years experience in governmental accounting with some supervisory experience. Some cost accounting experience. Knowledge and experience with the Eden Financial System desirable. Apply by 11/19/99, 5:30 P.M. City application required. Request application from City of Downey, Personnel Office, 11111 Brookshire Ave./PO Box 7016, Downey, CA 90241-7016. 562/904-7293. EOE

ACCNTG/SR ACCNT/AUD II - OC Fire Authority, \$3643-5788 mo. Prepare, analyze & provide support for financial and mgmt reports & special projects; project revenue & expenditure changes and adjustments; assist in prep of OCFA General Fund and Capital Improvement Program budget. Requires 4 yrs

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of professional acctg exp, may sub BA in related field for some exp. Completed app and supp ques required. Resume not accepted in lieu of app materials. Close 11/15/99. Request app at (714)780-8049 or HR 1110 E. Chapman Av, Ste 115, Org 92866. EEO Emplr.

ACCOUNTANT - City of Campbell, CA. Salary: \$4175.13 - \$5074.89 per month. Under direction the Accountant will be responsible for performing a variety of professional accounting work involving maintenance of the City's financial accounting system, analyzing financial records and statements, and preparing management, financial, and regulatory reports. Requires a BA degree in accounting or closely related field; plus two years of professional accounting experience, preferably with a public agency. A Master's degree in Accounting or closely related field or a CPA certificate may be substituted for one year of the required experience. Excellent Benefits. For further information and application please call 408/866-2122. Apply at: Personnel, City of Campbell, 70 N. First Street, Campbell, CA 95008. www.ci.campbell.ca.us. Deadline is 5:00 P.M., December 10, 1999. EOE

FINANCE DIRECTOR - City of Santa Paula, CA. Salary: \$4,777 - \$5,807/mo, plus excellent benefits package. Willing to negotiate within the full range (DOQ) PERS 2% @ 55; employee pays 7% employee contribution on a tax deferred basis. Serves in an "at will," Executive Management position reporting to the City Manager. Responsible for the City's day-to-day and long range financial activities. Qualifications: Graduation from four-year college or university with a major in accounting, business or public administration or closely related field; five years extensive experience in all aspects of financial planning and administration required, preferably in a local government agency, including (two years in a supervisory capacity. CPA certificate desirable. Master's degree highly desirable. Spanish speaking ability and experience in a culturally diverse community is also highly desirable. Must meet bonding requirements. Apply by December 3, 1999. For required application call 805/933-4201.

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 Human Resources at 510/577-3396 or download an application from the City's webpage at www.ci.san-leandro.ca.us. Apply immediately. No resumes and late applications accepted. EOE.

FINANCE DIRECTOR - City of Placentia, CA. Salary: \$86,575 + exclnt. bnfts. Req's BA + 5 yrs. prof. exp. accounting or finance admin./2 yrs. supervisory level. For info/application contact Personnel Div., 714/993-8141, 401 E. Chapman Ave., Placentia, CA 92870. File application & resume by 11/12. Visit city web site at www.placentia.org.

ASSISTANT FINANCE DIRECTOR - City of Porterville, CA. Salary: \$4,109 - \$5,014/mo., plus excellent benefits, include. fully City-paid PERS 2% @ 55. Assists in the mgmt. of the Finance Dept.; plans, organizes and directs varied acctg. and financial processes; performs professional acctg. work; acts in the absence of the Finance Dir. Ed./exp. equiv. to a Bachelor's Degree in acctg., public financing, business or public admin. and 3 yrs. of professional acctg. exp. in municipal financing. A City of Porterville application form must be submitted to the City of Porterville Personnel Office, PO Box 432, Porterville, CA 93258. Apply immediately. Open until a sufficient number of applications are received. To request application materials call 559/782-7444, fax 559/782-7509, e-mail swhite@ci.porterville.ca.us. EOE

SUPERVISING ACCOUNTANT - City of Stockton, CA. Salary: \$3,993 - \$4,876/mo. The city is seeking qualified applicants for the position of Supervising Accountant. This first line supervisory level in the accountant series plans, organizes, supervises and reviews the work of professional and support personnel, and performs complex and specialized accounting work relating to municipal accounting procedures and records. Requirements include: equivalent achievement to graduation from a four-year college or university in accounting, finance, business administration or closely related field and four years of accounting experience preferably in a governmental or public agency setting. Includes outstanding benefit package. Final filing date: Tuesday, November 30, 1999, 5 P.M. For official application packet: contact City of Stockton Personnel Dept., 6 E. Lindsay St., Stockton, CA 95202, 209/937-8233, www.stocktongov.com. Resumes may not be submitted in lieu of official application materials. No facsimiles or postmarks accepted. EOE

ACCOUNTANT I - City of Stockton, CA. Salary: \$2,894 - \$3,534 monthly. The city is seeking qualified applicants for the position of Accountant I. Under general supervision, performs professional accounting work related to the preparation and maintenance of public-sector accounting and financial reporting records. Accountant I requires the equivalent achievement to graduation from a four-year college or university with major course work in accounting, finance, business administration or closely related field. Sub-professional accounting work may be substituted for education on a year-for-year basis to a maximum of two years; however, a minimum of 30 semester units in accounting, auditing, financial analysis or similar course work is required. Includes outstanding benefit package. Final filing date: Friday, November 19, 1999, 5 P.M. For official application packet: contact City of Stockton Personnel Dept., 6 E. Lindsay St., Stockton, CA 95202. 209/937-8233. Resumes may not be submitted in lieu of official application materials. No Facsimiles or Postmarks accepted. EOE.

ACCOUNTANT - City of Upland, CA. Salary: \$2,709 - \$3,293/month + City paid retirement). Work hours 7 A.M. - 6 P.M., Monday - Thursday. Perform professional

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accounting and fiscal work in the preparation, maintenance and analysis of various financial and statistical records, statements and reports; complete complicated accounting functions; post and reconcile general ledger and special fund accounts; assist in budget preparation; assist auditors. BA degree with major in accounting, finance, business administration or a closely related field. Four years professional experience in governmental accounting or a related field. Apply by November 18, 1999 to: City of Upland, Human Resources, 460 N. Euclid Avenue, Upland, CA 91786, or call job line for application information at 909/931-4175. Postmarks and Faxes not accepted.

ASSISTANT BUDGET DIRECTOR - City of San Jose, CA. Salary: \$80,662 - \$122,158. The City of San Jose, California's 3rd largest city, seeks an experienced energetic public sector manager to serve as the Assistant Budget Director. San Jose is a full service charter city with a combined budget of \$1.8 billion and 6,700 full-time employees. The City Budget Office is part of the City Manager's Office and has a staff of 17 employees. The Assistant Budget Director serves as a key City leader with high visibility throughout the city. The position will work as a partner with the Budget Director and oversee all Budget Office activities including development of the annual operating and capital budgets, Five year Capital Improvement Plan, preparation of long-term financial forecasts, performance measurement activities and the completion of complex special studies. Candidates should be seasoned local government professionals with significant budget and public finance experience in a metropolitan municipality and possess a Bachelor's degree in public administration, business administration, finance or a related field. A Master's degree is desirable. The salary depends upon qualifications and experience of the individual and appointment is not expected to be higher than the midpoint of the salary range. The city uses broad-banded salary ranges as part of its Pay for Performance program. Movement within the range is based entirely upon performance. The city also offers an outstanding benefit package. Detailed brochure is available. To learn more about the City of San Jose, visit the city web page at ci.san-jose.ca.us. Final filing date is Friday, December 3, 1999. Submit resume and cover letter with current

salary and five work-related references to: Shannon Associates, 1601 Response Road, Suite 390, Sacramento, CA 95815, 916/567-4280, Fax 916/567-1220, resumes@shannonassoc.com.

BUDGET OFFICER - City of Pomona, CA. Salary: \$3,620 - \$4,417 per month plus 6% education incentive pay for a Master's degree (\$3,837 - \$4,682). Salary currently under review. Excellent employment benefits, city paid PERS, no social security deductions. The Budget Office will be responsible for the continued development, maintenance and operation of the operating and capital budget for the city. Requires a bachelor's degree from an accredited college or university with major coursework in accounting, economics, finance or a related field and three years of responsible professional experience in accounting, auditing financial analysis, budgeting and/or economic forecasting. Apply by: 5:30 P.M., November 18, 1999. For an application package, call the city's 24-Hour Jobline at 909/620-2290 or visit the Human Resources Department, 505 South Garey Avenue, Pomona, CA 91769.

How Can I Advertise?

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.