



September 2000

Revision has been made to the CAFR application. Please refer to article in this newsletter for detailed information of the change. Questions may be directed to the committee.

2001 Annual Conference Update

Mark Burton, 2001 Conference Chair, Acting Finance Director, City of San Jose

The 2001 CSMFO Annual Conference will be held in San Jose, February 25, 26 and 27. The conference will be held at the Double Tree Hotel, located less than one mile from the San Jose International Airport.

Plans are well underway to make this one of the most informative and enjoyable conferences yet!

In addition to a spectacular Opening Night Gala being planned, we are excited about the line-up of guest speakers already confirmed for the conference. The following is a preview of keynote speakers and topics for their presentation to CSMFO conference attendees.

Don't miss out – **mark your calendars now!** More information will be coming your way in the months ahead.

George Kenney - Mr. Kenney is the Managing Partner of Shepherd Ventures. He is a futurist with a strong technical background combined with extensive Wall Street and financial industry experience. He will speak to us about the future of technology on society and business.

Dan Walters - Mr. Walters has been a journalist for almost 40 years. His

column covers California political, economic and social events and now appears in more than 50 California newspapers. He will give us the political perspective of what California municipal finance professionals can expect as a result of the November elections, and beyond.

continued on page 5

What's inside ...

2001 Annual Conference Update	1
CSMFO Looks Ahead to 2001	2
Special Districts Training Ideas Needed ...	2
Chapter Corner: Orange County	3
Legislative Update	3
The GASB Needs You	4
CSMFO Nominations Process	4
CSMFO Special District Board Member	5
GASB 34 Implementation Assistance	6
CSMFO Technology Update	7
Outstanding Financial Reporting Program ..	8
Register for Weekend Training	9
Introductory Governmental Accounting	9
Up Coming Seminars	10
The Bond Buyer's Annual Conference	10
GASB Update	11
Chapter Meetings	11
Professional Services Directory	12

The mini-News is your newsletter! Take advantage of our monthly publication by sharing with us your ideas. CSMFO is always seeking input from all members on topics in any department section.

Attachments:

- 1) CAFR Application
- 2) Weekend Training Form
- 3) Governmental Accounting Form

California Society of Municipal Finance Officers

Officers and Directors

President	Derek Hanway Burbank
President-Elect	Bill Statler San Luis Obispo
Past President	Mary J. Bradley Sunnyvale
Secretary	Frances Medema League of CA Cities

Directors

Don Rhoads, Monterey
Jerry Rogers, Riverside
Tim Hansen, San Leandro
Paula Chamberlain, Pomona
Dennis Danner, Newport Beach
Ken Nordhoff, San Rafael

Special District

Liaison Karen Brust
San Diego Water Authority

Committees

Administration

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

Annual Seminar

Dennis Danner, Newport Beach
Ron Bosworth, Santa Rosa
Howard Longballa, Alhambra
Stan Lindsay, Consultant

Budgeting and Management Reporting

Anita Lawrence, Camarillo
John Cuevas, Big Bear Lake
Tim Hansen, San Leandro

Career Development

Jesse Takahashi, Campbell
Carolyn Dominguez, San Luis Obispo
Jerry Rogers, Riverside

Debt, Retirement and Treasury

Zane Johnston, Tracy
Bradley Grant, Merced
Robert Torrez, Long Beach

Intergovernmental Relations

Gary Nordquist, Fontana
Janet Salvetti, Stockton
Bob Leland, Fairfield

Professional and Technical Standards

Genie Roberts, Temecula
Bret Plumlee, El Segundo
Larry Hurst, Brea

Technology

Mark Alvarado, Monrovia
David Bass, Lake Forest

Scholarship/CFO Program

Ken Nordhoff, San Rafael
Candis Hong, Thousand Oaks
Barbara Underwood, Vista

CSMFO Looks Ahead to 2001

This is a busy time of year as your CSMFO board, chapter chairs and conference host committee are busily preparing to make 2001 an outstanding year for its members. The planning process will be more successful if members participate in the process. Included in this article and newsletter are suggestions on how you can contribute.

In last month's MiniNews, CSMFO President Derek Hanway informed members that the board was reexamining the board nomination and election process and asked for volunteers and comments. Since that article, the nomination committees for both board officers and the special district liaison have been formed and convened their first meetings. Their recommendations and an invitation to submit your name as a candidate are listed on page 4 & 5. The CSMFO board is seeking volunteers who are interested in participating more actively in the organization. Candidates may also be encouraged to volunteer in other capacities, such as committee chairs or representatives to the League policy committees.

The 2001 Annual Conference Host Committee has been meeting monthly to guarantee a truly outstanding event. You can learn more about the conference and speakers in the host chair remarks on the front page. Be sure to mark your calendars now for February 24th (preconference) through February 27th in San Jose!

Finally, CSMFO leaders are preparing for the year ahead. The chapter chairs and board members will hold a conference call in late August or early September to discuss how to enhance services and communications between the chapters, board and members. This call precedes the board's annual retreat on September 15th to review progress on the 2000 goals and establish goals for the year ahead. Copies of the 2000 goals are listed on the website under "About CSMFO." Chapter chairs and board members are always looking for ways to better serve members. Your comments and participation are important! Chapter chairs and board liaisons to the chapters are listed in the 2000 roster, - call or e-mail now to make 2001 the best year ever.

Special Districts Training Ideas Needed

Terry J. Stigall, Finance Manager, Marin Municipal Water District

As a special district member have you ever felt the training opportunities given by CSMFO do not meet all your needs? The CSMFO Career Development Committee is seeking your input. Ideas for training topics and issues geared specifically towards the needs of special districts should be submitted to my attention at tstigall@marinwater.org or 415/927-4953. Cities will benefit from many of these classes too. This is a great time for the special district membership to express what their training needs are to the committee and to the board.

Chapter Corner: Orange County

Marc Puckett, Chapter Chair,
Finance Director, City of Costa
Mesa

The Orange County Chapter covers over 950 square miles inhabited by approximately 2.8 million residents. Our chapter represents 37 cities and special districts ranging in size from Villa Park (6,625) to Santa Ana (315,000) as well as many commercial members. Our member cities are home to more than 42 miles of beautiful beaches, some of California's top tourist attractions such as Disneyland and Knott's Berry Farm, professional sports teams playing at Edison Field and the Arrowhead Pond, and some of the best shopping, dining, and entertainment at South Coast Plaza, Fashion Island, the Brea Mall, the Mainplace, the Westminster Mall, the Block at Orange, the Irvine Spectrum, and the Shops at Mission Viejo.

Our meetings are held on the fourth Thursday of each month (adjusted for holidays). They are luncheon meetings usually starting at 11:30am with a social reception. Lunch is served around noon, which is followed by a presentation by our guest speaker. Our meetings usually adjourn about 1:30pm. Attendance at our meetings varies from 40 to 90 based upon the time of year and topic of discussion. Currently, the meetings are held at the Clubhouse restaurant in South Coast Plaza.

This year we have had several terrific guest speakers. We have benefited from presentations covering topics such as investment decision making/portfolio benchmarking, California Communities' CaLease

and purchasing programs, fiduciary responsibility for deferred compensation plans, and "fearless living" by motivational speaker Rhonda Britten.

We also have several great speakers planned over the course of the rest of this year. In September, Ken Al-Imam of Conrad and Associates will be addressing our group regarding GASB's exposure draft on note disclosures. This is a very timely presentation since the comment deadline is September 29th. In October, Rick Roeder of Gabriel, Roeder, Smith and Co., an actuarial firm, will be addressing our group. Gabriel Roeder provided CalPERS with the actuarial software they use to estimate benefit payments and he will be discussing some of the mysteries and realities of the actuarial valuations. As a side note, he is probably the only actuary I will ever meet who has also written a book on the history of Rock and Roll. In January, Dr. William Holder, our newest GASB board member, will provide us with his insights on what to expect from GASB in the coming year. We are planning to offer CPE credit for these presentations.

We are also finalizing details on a presentation on "Leadership in a dynamic (changing) environment" or "Entrepreneurial Leadership" for our November meeting and a special guest speaker that likes to "roast" finance professionals for our Christmas program. It should be fun.

Finally, I would like to thank all of the member agencies and commercial associates that regularly attend Chapter meetings and encourage those that don't to get involved. If you can't make a meeting, send someone else from your office. These meetings are excellent net-

working opportunities and it is your participation that makes these meetings (and our organization) successful.

Out-of-towners are welcome at all of our meetings. If you would like more information or to receive an invitation to any of our Chapter meetings feel free to contact Sandra Castle at 714/754-5243 or myself at 714/754-5037.

Legislative Update

As this newsletter goes to print, the Legislature is in the final days of session. The Joint Conference Committee on State and Local Fiscal Reform will recommend distribution of the \$200 million in unrestricted funds to local government. Your calls and faxes will still be needed on one last bill. SB 1637 (Burton) that caps the growth on ERAF will probably be sitting on the Governor's desk as you are reading this article. Make sure your city calls, faxes or writes the Governor to urge his signature on this important bill. SB 1637 represents an opportunity for local governments to obtain permanent and on-going discretionary fiscal relief.

For additional notices on bills to watch and actions to take, log on to the League Web site www.cacities.org and go to the Legislative page for the weekly newsletter, *Priority Focus*. If you were on a listserve for updates on the newsletter, the League apologizes that the listserve has technical difficulties and is out of service. Be sure to check the website late Friday or early Monday for the latest breaking news.

The GASB Needs You

This was the title of an article in the GASB Action Report of July 2000. GASB is seeking comments from all interested individuals and organizations to the exposure draft, *Certain Financial Statement Disclosures*. A free copy of the Draft (GE48) is available by calling the GASB Order Department at 800/748-0659. Comments will be accepted in writing or at three public forums starting in September. The first public meeting will be at the AICPA National Government Accounting and Auditing Update Conference September 19 in Tempe, AZ. The second will be held in New York on October 10 and finally at the annual NASACT meeting in St Petersburg, FLA on November 15. For those who wish to comment and are unable to attend the public hearings, written comments will be accepted through September 29 and should be mailed to: Director of Research, Project 3-6E, Governmental Standards Accounting Board, 401 Merritt 7, P.O. Box 5116, Norwalk, CT 06856-5116 or electronically at director@gasb.org.

GASB also announced that William W. Holder, the Ernst & Young Professor of Accounting at University of Southern California, was appointed to a five-year term on the GASB board. Mr. Holder recently spoke at a chapter chair meeting in Orange County and has indicated a willingness to join CSMFO members at other conferences and meetings. CSMFO congratulates Mr. Holder on his appointment and looks forward to working with him in the future.

CSMFO Nomination Process

Derek Hanway, CSMFO President, Financial Services Director, City of Burbank

The candidates for the November election for the president-elect and a north and south board member will be nominated by the following nominating committee (e-mail and phone numbers included):

Derek Hanway	President	Burbank
ghanway@ci.burbank.ca.us		818/238-5500
Mary Bradley	Past President	Sunnyvale
mbradley@ci.sunnyvale.ca.us		408/730-7398
Bill Statler	President-Elect	San Luis Obispo
bstatler@ci.san-luis-obispo.ca.us		805/781-7130
Tim Hansen	Board Member	San Leandro
thansen@ci.san-leandro.ca.us		510/577-3330
Mark Alvarado	Committee Chair	Monrovia
malvarado@ci.monrovia.ca.us		626/359-3231
Agnes Walker	Chapter Chair	Redondo Beach
Agnes.walker@redondo.org		310/372-1171
Lisa Hildabrand	Member at large	Carlsbad
lhild@ci.carlsbad.ca.us		760/602-2430
Michael Prandini	Member at large	Clovis
mikep@ci.clovis.ca.us		559/297-2301

During a teleconference meeting the nominating committee discussed the nomination process and methods of solicitation. Qualifications to serve as president-elect and a board member are contained within the CSMFO and You attachment to the August MiniNews, which is also listed on the CSMFO website. The committee will be soliciting for potential candidates through this article and the CSMFO group e-mail. If you are interested in being a candidate please feel free to contact any member of the nominating committee. The committee requests that a nomination statement be submitted to a committee member by September 22. The nomination statement should be in the same format as a qualification statement and include the following:

1. Name as it should appear on the ballot.
2. Formal Education.
3. Current and previous positions in California municipal government (out-of-state municipal experience as a finance director may be included if applicable).
4. List of CSMFO activities.
5. Other professional affiliations related to municipal government.
6. A statement of the nominee's ideas and goals for CSMFO for the upcoming term (limited to 300 words for the president-elect and 200 words for board members).

If you are interested in serving CSMFO, please complete a nomination statement and submit it to a member of the nominating committee by Sept. 22.

CSMFO Special District Board Member Nomination Process

Derek Hanway, CSMFO President, Financial Services Director
City of Burbank

The candidates for the November election for the Special District Liaison Board Member will be selected by the following nominating committee:

Derek Hanway	President	Burbank
dhanway@ci.burbank.ca.us		818/238-5500
Mary Bradley	Past President	Sunnyvale
mbradley@ci.sunnyvale.ca.us		408/730-7398
Bill Statler	President-Elect	San Luis Obispo
bstatler@ci.san-luis-obispo.ca.us		805/781-7130
Tim Hansen	Board Member	San Leandro
thansen@ci.san-leandro.ca.us		510/577-3330
Karen Brust	Special District Liaison	San Diego County
kbrust@sdca.org		Water Authority
		619/682-4275
Tom Buell	Special Dist. Member at Large	Monterey Regional
tomb@mrwpca.com		Water Pollution
		831/645-4618
Jere Jarrell	Special Dist. Member at Large	Valley Center
jere@vcuwd.org		Muni. Water Dist.
		760/749-1603

The nominating committee will be selecting a Special District member from the north and south to run as the Special District Liaison board member for a three-year term. During a teleconference meeting the nominating committee discussed the nomination process and methods of solicitation. The committee will be soliciting for potential candidates through this article, the CSMFO group e-mail and a direct mailing sent to Special District members by Karen Brust, Special District Liaison board member. If you are interested in being a candidate please feel free to contact any member of the nominating committee. The committee requests that a nomination statement be submitted to a committee member by September 22. The nomination statement should be in the same format as a qualification statement and include the following:

1. Name as it should appear on the ballot.
2. Formal Education.
3. Current and previous positions in California municipal/special district government (out-of-state experience may be included if applicable).
4. List of CSMFO activities.
5. Other professional affiliations related to muni./special dist. government.
6. Statement of the nominee's ideas and goals for the upcoming term (limited to 200 words).

If you are interested in serving CSMFO, please complete a nomination statement and submit it to any nominating committee member by Sept. 22nd.

2001 Annual Conference Update, *continued from page 1*

Sheila Murray Bethel - Ms. Bethel is a national best-selling author, a member of the Board of Advisors of America's Promise – The Alliance for Youth, chaired by General Colin Powell (Ret.) and was recently recognized by Successful Meetings magazine as one of the "21 Top Speakers for the 21st Century." Ms. Bethel will speak on change, leadership and personal excellence.

George Zimmer - Mr. Zimmer is the founder, CEO and leader of The Men's Wearhouse, headquartered in Fremont, CA. Financial results have justified his faith in supporting and celebrating the development of employees' minds, bodies and spirits as the company has become the leading men's tailored apparel retailer in North America. Mr. Zimmer will share with us his perspective on servant leadership and its positive effects on customer service and the organization as a



Congratulations to **Agnes T. Walker** and **Barbara Hennessy**, for a job well done in Chicago! Both ladies passed a series of GFOA exams this past June. Agnes passed the Operating & Capital Budgeting exams, while Barbara passed the Budgeting & Debt Management exams.

GASB 34 Implementation Assistance - Informing Elected Officials

Bill Statler, Chair, GASB 34 Task Force, Director of Finance, City of San Luis Obispo

In helping CSMFO members implement GASB 34, one of our key goals for 2000 is to assist finance professionals in explaining the new model to elected officials and other senior managers (like City Managers and Public Works Directors): the major changes it will bring, the importance of implementing the new model - and why additional resources will be needed to implement it.

You may be aware that the GFOA has prepared an elected official's guide and accompanying PowerPoint presentation. These are excellent documents; however, at 78 pages and 87 slides, they may be just a tad too comprehensive (and too long) for their target audience.

For this reason, the CSMFO's "GASB 34 Task Force" has prepared a concise, 3-page briefing paper and related PowerPoint presentation titled: *GASB 34: What is it? And why is it such a big deal?* Both of these documents are available at www.csmfo.org, under "GASB 34 Resources" ("Hard copies" are available upon request).

The goal of these documents is not to achieve a detailed technical understanding of GASB 34, but rather, an awareness of its importance - and the need for additional resources to implement it. While referring to "cities," these can easily be modified for special districts or other governmental agencies. ("Find and replace" is a totally cool word processing tool!).

These documents can be easily customized and used in a number of ways in presenting "high level" information about GASB 34 to finance officers, elected officials and other senior managers, including:

CSMFO Chapter Meetings. It is our goal for each Chapter to discuss GASB 34 at least once during the year. This can be a starting point for this.

Presentations at Department Head Meetings. In many cities, senior managers get together periodically to discuss organization-wide issues. This can be an excellent opportunity to present this to them.

Council Study Sessions. Included on the CSMFO web site is an excellent example from Dave Bass in Lake Forest showing how he used many of the elements in the "briefing paper" in crafting a memorandum to his Council on GASB 34.

League Chapter Meetings. Most of the League's Chapters meet quarterly. This could be an excellent topic.

City Manager Groups. Many city managers periodically meet regionally to discuss issues of common concern. In the San Joaquin Valley, a recent presentation to area city managers was very well received.

Want Some Help in Presenting This? We have organized a "speakers bureau" of finance professionals who are willing (at no cost other than reimbursement of any travel costs) to present information about GASB 34. A listing of these folks is also provided on the CSMFO web site. If you would like to volunteer as a speaker, please email me (bstatler@slocity.org) and I'll add you to the list.

Other "Awareness" Efforts - We recently published an article in the League's Public Works Department newsletter on GASB 34, and we plan to have an article in the September 2000 edition of *Western Cities* magazine. And a session

continued on page 8

CSMFO Technology Update

Mark D. Alvarado, Technology Committee Chair, Administrative Services Director/Deputy City Manager
City of Monrovia

The technology committee would like to update members on current group email and website issues. As the group email list continues to grow and become more of a day to day tool for all finance professionals, and as the website expands its database, literally on a daily basis, it is critical that we update policies to keep up with the changing environment.

Job listings on the website. As more and more “job openings” are sent out to the group, the question has come up regarding putting these postings on the website. Currently, agencies pay, on a per line basis, for a “classified ad” in the Mini-News. The thought is to create a page on the website for agencies to post all current openings. There would be no additional charge for members who are paying for a classified ad. If members prefer to use only the website, then for a \$100 fee, the listing would be put up on the website. In either case, it would be posted as soon as it is received. Since the *mini-News* does not come out until approximately 10th of the month, the website listing could be available up to 30 days in advance. The posting would stay up until the final job posting date has expired.

This “website classified ad section” would take the place of job announcements going out over the group email list. This would cut down on the number of emails traveling through the group list.

This change is proposed so any feedback would be appreciated. Please direct all comments to malvarado@ci.monrovia.ca.us.

Commercial members on the group list. Just a reminder that commercial members can and do subscribe to the group email and the chapter lists. These commercial subscribers are usually members of CSMFO. If a commercial vendor subscribes to the list and he/she is not a paid member, a notice and application are sent, advising him/her that the list is one of many membership services and suggesting the individual to join CSMFO.

Chapter email groups. Remember to sign up for your local chapter’s email group. These group lists were created for members to share information, submit inquiries, obtain chapter meeting and workshop notices, and communicate quickly among each other at a more local level.

All chapter meeting notices should be listed in the *mini-News*. As chapters move toward strictly email communication, please remember that some cities and commercial members who are not part of the local chapter group e-mail list may also be interested in the meeting topics and will look to the *mini-News* for updates.

To subscribe to a chapter email group, go to the CSMFO homepage and click on “Chapters.” Click on your appropriate chapter, then scroll down until you see “Subscribe to chapter email list” and click on it. Enter all required fields and you should be set to go.

Website updates. A recent addition to the website is a feature that allows members to subscribe to an email list to receive bi-weekly notices of news and updates on the website. This could be invaluable as we move towards listing job announcements on the website. To subscribe to the list, go to www.csmfo.org and click on “What’s New.” Click on “CSMFO Web Update Mailing List.” Once here, subscribe to the list and you are ready to receive regular notices from CSMFO.

continued on page 9

Outstanding Financial Reporting Program Underway for Fiscal Year 1999-2000 Comprehensive Annual Financial Reports

Genie Roberts, Professional & Technical Standards Committee Chair, Director of Finance, City of Temecula

The Fiscal Year 1999-2000 Financial Reporting Awards Program is commencing. Last year, there were 163 cities that participated in this program. 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 an 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.

There is now a minimal fee of \$25.00 to apply which was approved at the September 18, 1999 CSMFO Board meeting. For your convenience, the **revised** application and application supplement are attached to this newsletter. Electronic copies are available at www.csmfo.org. 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. Please make your \$25 application fee payable to CSMFO. Information must be postmarked December 8, 2000 and mailed to:

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

With the 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 107 reviewers who significantly contributed to the success of the program. If you are interested in volunteering your services, please contact:

Bret Plumlee, Vice-Chair - Professional/Technical Standards Committee
City of El Segundo, 350 Main Street, El Segundo, CA 90245
310/524-2314; bplumlee@elsegundo.org

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 Genie or Bret. We are looking forward to another exciting year! Good luck and thanks in advance for your support.

GASB 34 Implementation Assistance, *continued*

on GASB 34 targeted to elected officials and senior managers is scheduled for the League's annual conference in September 2000.

Other GASB 34 Implementation Assistance - In helping our members implement GASB 34, we've set three basic goals for 2000 (detailed work program is also on the CSMFO web site):

Awareness - Helping finance professionals and policy makers understand the major changes the new model will bring.

Resources - Identifying resources that members can turn to for assistance in implementing GASB 34.

Technical Training - Working closely with others (such as the League, GFOA and GASB) as they develop and present technical training and resource materials.

We're working hard in all these areas. Look for an added category in the web site in the "Professional Services Directory" of firms that offer implementation assistance.

Summary - We hope these materials will be helpful in telling your "GASB 34 Story" to elected officials and senior managers in your city or special district. Please call or email me if you have any questions about them, or would like to know more about the CSMFO's implementation assistance plans.

Register for Weekend Training

Carolyn A. Dominguez, Career Development Committee Vice-Chair,
Accounting Manager, City of San Luis Obispo

The Career Development Committee is accepting registrations for the next Weekend Training program scheduled for November 17-19 in Sacramento. Cost is \$350 per person for two nights lodging, meals and course materials. A commuter rate of \$275 is also available.

What's covered? This 2 ½ day workshop covers core public finance skills including: cash management, bond financing, financial reporting, analysis & planning, budget analysis, technology issues, and communication skills

Who should attend this training? This intermediate level workshop is geared towards three levels of finance professionals:

- Finance professionals who understand the basics of accounting principles, but are new to *municipal* finance or work in small to medium organizations having a variety of financial responsibilities. Great for newly appointed finance officers.
- Senior finance professionals who want to "brush-up" on core skills and current developments.
- Professional and technical staff (staff accountants, accounting technicians) having responsibility for these areas on a day-to-day basis.

This highly acclaimed program fills up quickly, so although the registration deadline is Oct. 6th we recommend you complete the registration form included in this edition now, or download it from the CSMFO web site. If you have questions, contact Carolyn Dominguez, City of San Luis Obispo 805/781-7127, cdominguez@slocity.org.

Introductory Governmental Accounting Course in Redondo Beach

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

For those of us who are interested in providing our front line staff with high quality, low cost training on local government finance principles, the City of Redondo Beach, in conjunction with the Career Development Committee, will be offering another session of the Introductory Governmental Accounting Workshop.

The workshop 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. A local CPA firm will facilitate the training using materials drawn from the GFOA course. The following topics will be covered, at a basic, introductory

level: the environment of governmental accounting; basic accounting theory and definitions; description of fund accounting and basis of accounting; budgets, revenues and receipts; expenditures and disbursements (including payroll & inventory); the accounting cycle (opening and closing the GL), and financial reporting.

See attached registration form for details and contacts.

Note: As mini-News goes to print, the class is full. You may still send registration forms to be placed on the waiting list.

CSMFO Technology

Update, *continued from page 7*

Selling equipment over the group email list. Recently a couple of instances have come up where used equipment was offered for sale through the group email list. Since the group list was not created for this, an alternative was discussed. One website, www.govworks.com, buys and sells government surplus. All agencies looking to sell equipment should use this or any other similar means of selling equipment.

In conclusion, the technology committee invites comments on any of the issues discussed above. Again, direct all comments to malvarado@ci.monrovia.ca.us. Your feedback is critical in making the CSMFO group email list and website invaluable resources for all members.

Up Coming Seminars

The California Debt and Investment Advisory Commission is offering ***Understanding Municipal Securities Regulations Seminar*** as part of its technical assistance program. The seminar will be offered November 2, 2000, at the Sacramento Convention Center in Sacramento, California. Registration is limited to public officials. Cost for attending this seminar is \$125. Registration information may be obtained by calling the Commission at 916/653-3269.

The University of Vermont is currently running a series of seminars on performance based budgeting. ***Linking Performance Measures to the Budget***, a one-day advanced seminar, for city/county/state public managers, and department heads is now coming to Sacramento, California, on September 27, 2000 (view complete program information at www.uvm.edu/~dceweb/profprog/publicAdmin/seminars/linking2). For additional information, email Vera LaPorte, Assistant Program Developer at vlaporte@ced.uvm.edu.

Terrence Beaman, former Finance Assistant, was promoted to Finance Manager for the city of Los Alamitos. Terrence can be reached at 562/431-3538, ext. 210 or at tbeaman@ci.los-alamitos.ca.us. Congratulations, Terrence!

Howard Longballa can now be reached via email at hlongballa@cityofalhambra.org

GASB Update – GASB Launches Online Technical Inquiry System

The Illinois Government Finance

As resources allow, the GASB responds to technical inquiries about governmental accounting and financial reporting to promote the uniform application of GAAP and to foster relations with the GASB's constituency. Beginning this month, requests for interpretation of accounting standards may be submitted online via the GASB technical inquiry system at www.gasb.org. Inquiries may also be submitted on a data input form available from the fax-on-demand department at 203/847-0700, extension 14. Data input forms may be mailed to: GASB Attention: Technical Inquiries, 401 Merritt 7, PO Box 5116, Norwalk, CT, 06856-5116, or faxed to 203/849-9714.

Responses generally are given by telephone within two weeks, but may take longer depending on staff availability. Staff responses to technical inquiries reflect the staff's opinions in light of the particular circumstances described by the inquirer, and should not be viewed as a general position of the Board.

Official positions of the GASB are established only after extensive deliberation and due process. Because the staff responses are developed based on a specific set of circumstances provided in the inquiry and are not subject to clearance by the Board, responses are not provided in writing (either by letter or email).

Requests for general information, such as the status of a current GASB project or the effective date of a Statement, should be directed by telephone or email to the assigned staff member.

A list of current GASB projects and staff can be found at the GASB web site at www.gasb.org.

MARK YOUR CALENDARS

**League of California Cities
Annual Conference**
September 7-9, 2000
Anaheim, CA

UC Davis Summer Seminar
September 14, 2000
Call toll free 800/752-0881

**Linking Performance Measures
to the Budget**
September 27, 2000
Sacramento, CA

**Understanding Municipal
Securities Regulations Seminar**
November 2, 2000
Sacramento, CA

CSMFO Weekend Training
November 17-19, 2000
Sacramento, CA

Financial Management Seminar
December 7 & 8, 2000
San Diego, CA

CSMFO Annual Conference
February 25-27, 2001
San Jose, CA

CMTA Annual Conference
April 23-27, 2001
Riverside, CA

Chapter Meetings

*Chapter meeting
announcements
are available 24
hours and 7 days a
week at
www.csmfo.org*

Central Coast

Mike Compton, Chapter Chair,
Administrative Services Director,
City of Paso Robles

Date: Thursday, September 14, 2000
Time: 12:00 P.M.
Place: Rosa's Italian Restaurant
491 Price Street
Pismo Beach, CA
Rsvr: Cheri Adams @ 805/237-3999 or
cheri@prcity.com, by September 12
Note: Don Rhodes, CSMFO board
member and Finance Director of the
city of Monterey, will be attending.
Please formulate questions/issues
that you wish to bring up with Don.

Coachella Valley

Stephen Compton, Chapter Chair,
Finance Director, City of Indio

Date: Friday, September 15, 2000
Time: 12:00 - 1:30 P.M.
Place: La Quinta Cliffhouse
78-250 Highway 111
La Quinta, CA 92253
Topic: GASB 34
Spkr: Ken Al-Iman, Conrad & Associates
Rsvr: Debbie DeRonard @ 760/777-7150,
no later than Monday, September 11

Orange County

Marc Puckett, Chapter Chair,
Finance Director,
City of Costa Mesa

Date: Thursday, September 21, 2000
Time: 11:30 A.M. - 1:30 P.M.
Place: The Clubhouse
Topic: Proposed new GASB pronouncement affecting financial statement note disclosure
Spkr: Ken Al-Iman, Conrad & Associates
Rsvr: Sandy Castle @ 714/754-5243

San Diego County

Kathy McHorney, Chapter Chair,
Finance Manager, City of Santee

Date: Thursday, September 21, 2000
Time: 12:00 P.M.
Place: LaJolla Marriott
4240 LaJolla Village Dr.
San Diego, CA
Rsvr: Kathy McHorney @ 619/258-4100,
ext. 142

Channel Counties

Christine Cohen, Chapter Chair,
Assistant Auditor/Controller,
Ventura County

Date: Thursday, September 21, 2000
Time: 11:45 A.M. - 2:00 P.M.
Place: Radisson Hotel - Pavilion Room
600 Esplanade Drive
Oxnard, CA 93030
Topic: GASB 34 Implementation -
Specifics related to MD&A
Rsvr: Shawna Engols @ 805/654-2742

Redwood Empire

Jim McAdler, Chapter Chair,
Administrative Services Director,
Town of Windsor

Date: Wednesday, September 27, 2000
Time: 8:00 - 9:30 A.M.
Place: Santa Rosa City Hall Annex
2nd floor conference room
90 Santa Rosa Avenue
Santa Rosa, CA
Rsvr: Jim McAdler @ 707/838-5354
jmcadler@townofwindsor.com

Northern Chapters/ Divisions CSMFO & CMTA Meetings

Date: Thursday, September 28, 2000
Time: 9:00 A.M. (Registration)
Place: Hs Lordships Restaurant
Berkeley Marina
199 Seawall Drive
Berkeley, CA
Topic: 9:30 A.M. - Web-enabling the city
and county of San Francisco,
Challenges and Opportunities

Spkr: John P. Johns, Senior Manager,
KPMG, LLP

Moderator: Carl Tregner

Topic: Hosting internet auctions for the
sale of bonds and purchase of
investment products

Spkr: Julio Morales, MuniAuction

Moderator: Pauline Marx

Rsvr: Carl Tregner (415/289-4105) or
Pauline Marx (510/596-4328) by
September 20th

Welcome New Members



Mark F. Dubeau

Director of Finance
Southern California Regional Rail
213/452-0257

Karen Gowins

Controller/Internal Auditor
Town of Paradise
530/872-5903

Randy Graham

Finance Director
City of Lincoln
916/645-4070, ext. 206

Beth Leonard

Vice President
Bank of America

Up the Ladder

ACCOUNTANT – City of Oakley, CA.

Salary: \$3,241 - \$4,136/mo + excellent
benefits. Performs a full range of professional
accounting duties requiring application
analysis and interpretation of accounting
principles and accepted practices. Qualifica-
tions: BA/BS in Accounting or related field +
2yrs of accounting exp. Municipal accounting
exp. Preferred. Apply ASAP, position open
until filled. Send resume to city of Oakley,
3633 Main St., Oakley, CA 94561. EOE

ACCOUNT CLERK – City of Rancho Santa

Margarita, CA. Salary: \$2,343 - \$2,849 per
month, plus retirement and excellent benefits
package. Under immediate supervision,
performs a variety of accounting and clerical
duties involved in maintaining financial
statistical records. Responsibilities include
assisting in the preparation of city budgets and
preparation of journal vouchers, accounts
payable and payroll. The Account Clerk also
posts and balances subsidiary, assists in the
preparation of reports, and performs other
duties as assigned. Requires one to two years
of accounting experience. Applications may
be obtained from Denise Bates, Director of
Finance, 30211 Avenida de las Banderas, Suite
101, Rancho Santa Margarita, CA 92688, or
by calling 949/635-1800. Applications must
be received by 5:00 PM, Friday, September
22, 2000.

FINANCIAL/ADMINISTRATIVE

SERVICES MANAGER (Public Works) –
City of Anaheim, CA. Salary: \$62,473 -
\$85,900. Manage, plan and participate in
budget administration/analysis, financial
accounting services, and provide complex staff
support to Director of Public Works. Requires
recent, extensive responsible management
level experience in financial/administrative
services to include accounting, budget,
personnel and general administration;
supervisory experience; knowledge of
financial analysis, municipal budget prepara-
tion/control; financial planning, forecasting,
program development/administration and
interpret financial statements. Applications
accepted by the Human Resources Dept. on a
continuous basis with first review date of
Monday, Sept. 25, 2000. Contact city of
Anaheim, 200 S. Anaheim Blvd., #332,
Anaheim, CA 92805 or 714/765-5111. Visit
our home page at <http://www.anaheim.net>.
EOE

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

continued on the next page

Up the Ladder, *continued*

ACCOUNTING MANAGER – City of Monterey Park, CA. Salary: \$4,788 - \$6,124 + excellent benefits. Under direction plans & manages the accounting & auditing functions for the city & CRA, inc. general ledger, auditing, grant & capital project accounting, AR/AP, payroll, year-end closing and preparation of financial reports. Requires Bachelor's in Accounting/Finance or related field & 3 yrs increasingly responsible experience in professional municipal accounting. Closes 9/29/00. Required application form & flyer available at 320 W. Newmark Ave., Monterey Park, CA 91754, 626/307-1334, humanresources@montereypark.ca.gov. EOE

FINANCE DIRECTOR – City of Brisbane, CA. Salary: \$7,509 - \$9,126 per month (currently under study). The city of Brisbane is a small community (4,063 pop.) which takes great pride in its independence, unique charm and close-knit community spirit. The city is located on the bay, just south of San Francisco, and is a wonderful blend of hometown residential, commercial and industrial areas. The city is seeking a hands-on, experienced municipal finance professional who can lead and direct a department of four. This position also oversees all financial and related functions for the city and coordinates the information technology function for the city. This vacancy is due to the planned retirement of the current director in early 2001. The ideal candidate for this position should have a strong public agency accounting background and knowledge of information technology hardware and software. Typical qualifying experience would include graduation from a four year college with major course work in accounting, economics, business or public administration, or a field related to the work and four years of supervisory or administrative experience in maintaining financial records and preparing statements in a public agency setting. To apply contact the city of Brisbane Human Resources Department, 50 Park Place, Brisbane, CA 94005 or call 415/508-2115. A city employment application and resume must be received by 1:00 P.M., Friday, November 10, 2000.

ASSISTANT CONTROLLER – City of Oakland, CA. Salary: \$6,966 - \$8,553 (37.5-hour work week). The city of Oakland Financial Services Agency is recruiting for an Assistant Controller. This position is responsible for planning, organizing, directing and reviewing programs and activities relating

to the management of the city's accounting 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. Requires four years of progressively responsible experience in the management of governmental accounting operations, including two years of supervisory experience. Public sector experience strongly recommended. Bachelor's degree in accounting, finance, business or public administration, or a related field. Master's degree is desirable. Possession of a Certified Public Account certificate required. Send a SASE to Office of Personnel (OP) Employment Information Office, Second Floor, 150 Frank H. Ogawa Plaza, Oakland, CA 94612-2019 or you may access a copy of the announcement at www.oaklandnet.com. Click on "City Jobs" and "How to Apply." Final filing date is Friday, September 22, 2000.

ACCOUNTING & BUDGET MANAGER – City of Rialto, CA. Salary: Up to \$5,487/mo. DOQ+ excellent benefits. This position will assist in mgmt. respons. for services & acct. of Finance Dept. inc. general acct., finance, reporting, & purchasing. Req's equiv. to a BA degree with emphasis on acct., finance, or bus. admin, & 5 yrs. of increasingly respons. exper. in gov. acct. & auditing, incl. 2 yrs. of supv. respons. Open until filled. For application, contact HR Dept., City of Rialto, 150 South Palm Avenue, Rialto, CA 92376, 909/820-2540. EOE

FINANCE DIRECTOR – City of Mill Valley, CA. Salary: up to \$8,000 DOQ plus \$250/mo. auto allowance. Mill Valley is located 10 miles N of San Francisco in Marin County. Pop 14,100. Finance director is part of the top management team and supervises 4 employees. Responsible for all accounting activities including accounts payable and receivable, purchasing, cash management, payroll, business licenses, annual budget preparation and audits, revenue projection, property inventory, and administration of COPs and CFD. Annual operating budget \$15 million and capital improvement budget \$2.7 million. Requires BA in accounting or related field and 5 years progressively responsible experience in public accounting and financial management. Apply by 5 PM, September 27, 2000 to City Manager, P.O. Box 1029, Mill Valley, CA 94942. (415) 388-4033. Visit our website at www.cityofmillvalley.org for more information. EOE

ADMINISTRATIVE SERVICES

DIRECTOR - City of Ventura, CA. Salary: \$88,056 - \$117,996 annually; excellent benefit package including home loan program. Premier ocean side, full service community located between Santa Barbara and Los Angeles with \$160 million budget & 645 employees. Reporting to city manager, responsible for finance, budget, info services & purchasing. Seeking public sector finance professional with significant management experience in diverse & complex organizations. B.A. Highly competent in municipal finance, proven leadership & consensus building skills. FFD 9/22/2000. Contact Shannon Associates, 740 University Avenue, Suite 130, Sacramento, CA 95825, 916/567-4280, fax 916/567-1220, or resumes@shannonassoc.com EOE.

FINANCE MANAGER - City of La Puente, CA. Salary: \$3,177 - \$3,861 per month plus excellent benefits. The city seeks an individual who is able to work independently, supervise payroll, accounts payable and customer service support personnel, and perform professional, management and technical accounting functions under the general direction of the finance director. Req. Bachelor's Degree in Accounting or related field & 3 yrs. Prof. Acctg. exp. in governmental acctg. and fiscal operations. City appl. req. Apply by 5:00 p.m., September 15, 2000 at City of La Puente, 15900 E. Main St., La Puente, CA 91744; 626/855-1500. www.lapueente.org.

ASSISTANT TREASURER - Orange County Fire Authority (OCFA) - Orange, CA. Salary: \$3,643 to \$5,788/mo. OCFA invites you to join our model joint powers authority consisting of 21 partner cities and unincorporated areas of Orange County. The OCFA proudly provides fire and public safety services to residents from 60 fire stations. This outstanding opportunity offers excellent benefits including 100% employer-paid retirement contributions. The position is located at our headquarters site conveniently located to major points of interest. OCFA is seeking a uniquely qualified individual who will be responsible for monitoring the Authority's cash, investments, and disbursements, and assisting with debt issuance and administration. There is currently one vacancy in the Cash Management & Investment Services Section. This position reports to the Treasurer. Requires: Option I: 1 year of experience as Sr Acct/Auditor I w/OCFA. Option II: 4 years of experience performing

continued on the next page

Up the Ladder, *continued*

professional accounting or auditing work. Substitutions Under Option II: BA in accounting, business or public administration, economics or a related specialized field will substitute for 1 year of the general experience; college level accounting or business courses may be substituted for experience on the basis of 3 semester units for 1 month of experience (verification of college transcripts will be required upon appointment). Apply by 5:00 P.M., September 29, 2000. For application materials (required), call 714/780-8049 or apply at 1110 E. Chapman Ave., Ste. 110, Orange, CA 92866, 7:30 A.M. - 5:30 P.M., Mon-Thu, or 8 A.M. - 5 P.M., Fri. EEO. www.ocfa.org

BUDGET & FINANCE MANAGER – City of Ventura, CA. Salary: \$63,876 - \$85,596 annually. Excellent benefit package including PERS 2% @ 55 and an attractive city home loan program. The City of Ventura, an attractive, ocean side community on California's central coast 60 miles north of Los Angeles, is seeking a budget and finance manager who has experience with performance budgeting and policy analysis. Ventura is a full service city with an annual operating budget of approximately \$160 million and 645 full time employees. Reporting to the administrative services director, the budget and finance manager is responsible for all city budget preparation and monitoring activities, policy assessment, accounting functions, and risk management activities. Division resources include 10 full-time and 2 part-time positions and a \$3.9 million operating budget. Candidates should be experienced municipal budgeting and accounting professional with superior problem solving skills, a "big picture" approach to fiscal management, significant supervisory experience and excellent leadership and decision making skills. A Bachelors degree (in Public Administration, Economics, Accounting or Business), Windows-based PC knowledge, and at least 5 years increasingly responsible experience in the management and supervision of municipal budget and accounting activities required. Master's degree preferred. To be considered for this exceptional career opportunity, submit your resume, three work-related references and current salary. This recruitment is open until the position is filled. Shannon Associates, 740 University Avenue, Suite 130, Sacramento, CA 95825, 916/567-4280, fax: 916 567-1220, email resumes@shannonassoc.com, or Web site

www.shannonassoc.com. Ventura is an Equal Opportunity Employer.

ADMINISTRATIVE ASSOCIATE/ACCOUNTING - City of Glendale, CA. Salary: \$3,252 - \$4,253/month. The City of Glendale seeks an individual to perform entry-level accounting and technical administrative work in the maintenance of municipal fiscal records, including: reviewing budgets, processing accounts payable, monitoring the administration of contracts, and assisting with the administration of various federal and state grants. Requires a bachelor's degree in accounting, business administration, or closely related field. No experience required. Must submit both application and supplemental application form by closing date. APPLY ASAP. Position is open until further notice, and recruitment may close at any time. (818) 548-2110.

ACCOUNTING SUPERVISOR – City of Bakersfield, CA. Salary: \$4192 - \$5095/mo. The city is a fast-growing community of 231,000, located approximately 100 miles north of Los Angeles, is seeking an individual with strong accounting and supervision skills. The individual hired will supervise and perform complex accounting and auditing functions. Requires BA/BS in Business Administration or related, including 24 accounting units, and 3 years experience as an accountant, including 1 year supervision. Submit city application and resume to Human Resources, 1501 Truxtun Ave., Bakersfield, CA 93301, 661/326-3773, by 1:00 PM on 9/29/2000. AA/EOE/ADA

EXECUTIVE DIRECTOR - Tri-County Schools Insurance Group – Yuba City, CA. The executive director is responsible for planning, organizing, directing and administering all activities and functions of TCSIG's self-insured health benefits and property/casualty programs for school districts in Northern California. Apply by 5:00 PM, September 11, 2000, to Heather Renschler, Ralph Andersen & Associates, 4240 Rocklin Road, Suite 11, Rocklin, CA 95677. Call 916/630-4900, for a detailed brochure.

ACCOUNT CLERK III - City of Pico Rivera, CA. Salary: \$2464 - \$2995 + excellent benefits. Position is responsible for processing the city's payroll for approximately 500 employees and performing related assignments. 3 years of extensive P/R experience and education equivalent to 12th grade supplemented by courses in accounting are required. Municipal or governmental

experience are a plus. 9/80 work schedule-closed alternate Fridays. Must submit completed city application by October 2, 2000 to city of Pico Rivera, 6615 S. Passons Blvd., Pico Rivera, CA 90660, 562/801-4313.

FINANCIAL SERVICES DIVISION MANAGER - City of Santa Clara, CA. Salary: control point for this position is \$8,402 per month. Requires graduation from an accredited college or university with a Bachelor's degree in Business Administration, with a major in accounting or finance, or a Bachelor's degree in Public Administration, Economics, or Mathematics; and five (5) years increasingly responsible experience, two (2) years of which have been at a managerial or supervisory level. Experience must include budgeting, investment of public funds, debt administration, long range financial planning, and governmental accounting. An advanced degree, such as a MBA or MPA, is preferred and may be substituted for one (1) year of the required experience. Apply by formal application no later than 5:00 PM, September 15, 2000, to Human Resources Department, 1500 Warburton Avenue, Santa Clara, CA 95050, 408/615-2080. EOE, M/F/D. Applications may also be obtained at www.alphais.com/santa_clara/40109.html. Applications must include a "Letter of Interest and Intent" and a detailed resume specifying education and experience related to the position.

INVESTMENT ANALYST – San Diego County Water Authority – San Diego, CA. Salary \$4,310 – \$5,797/mo, paid benefits, flex work schedule. Filing deadline Sept. 29, 2000. Under general direction, this position assists in the management and administration of the authority's investment portfolio; executes complex investment transactions; performs financial and statistical analyses; assists in long-term financial planning, budget development and implementation. Requires BA degree and 3 years of professional investment experience. For additional information and required application, please refer to our Web site at www.sdcwa.org.

SENIOR ACCOUNT CLERK (emphasis in payroll) – City of Diamond Bar, CA. Salary: \$2335.13 to \$3129.30/month. Under general supervision, performs a variety of difficult and complex technical accounting functions involved in the preparation of payroll. Requires a combination equivalent to training and experience that could likely provide the

continued on the next page

Up the Ladder, *continued*

required knowledge, skills, and abilities for acceptable job performance. An example would include: graduation from high school or equivalent supplemented by training and education in accounting, finance or payroll; and two years of fiscal record keeping experience with at least one year in payroll preparation and administration, preferably with a municipality or similar government entity. A city of Diamond Bar application required. Apply by 5:00 PM, September 29, 2000. Applications may be obtained at City Hall, 21660 E. Copley Drive, Diamond Bar, CA 91765, the city's Web site (www.ci.diamond-bar.ca.us/share3.htm), or by calling 909/860-2489.

FINANCE DIRECTOR – City of Riverside, CA. The current salary range for the position is \$97,176 to \$121,476. The City offers an attractive benefits package. The city (population 250,000) is located 60 miles east of Los Angeles and 100 miles north of San Diego, is recruiting a new finance director. Riverside is a full-service charter city including an electric utility, water utility and municipal airport, with an operating budget of \$404.6 million and approximately 1,820 employees. Reporting to the city manager, the finance director is responsible for the city's accounting, revenue, purchasing, risk management, publishing and central stores operations. Department resources include a \$14 million budget and 76 full-time positions. Candidates should be seasoned professionals with significant experience in a diverse and complex organization and possess a relevant Bachelor's degree. Master's degree is desirable. In addition, candidates should have a high level of competence in all areas of municipal finance as well as proven leadership and consensus building skills. A brochure is available. Submit resume and cover letter with current salary and three work-related references by Friday, October 6, 2000, to Shannon Associates, 740 University Avenue, Suite 130, Sacramento, CA 95825, phone 916/567-4280, fax 916/567-1220, email resumes@shannonassoc.com, Web site www.shannonassoc.com.

TREASURER (Office of Finance) - City of Los Angeles, CA. The treasurer position for the city of Los Angeles is an upper level financial administrator and is exempt from civil service, selected by and serves at the pleasure of the mayor. Operationally, the treasurer works closely with the director of

finance. The ideal candidate for the position of treasurer should have executive level experience in a large public or private organization with a broad vision and understanding of finance including all aspects of treasury functions and public finance investment policies. A minimum of 5-7 years of high level executive management experience. A bachelor's degree, from an accredited college or university, with major course work in accounting, finance, public administration, business administration or a related field. An advanced degree is a plus. Outstanding salary and benefits. Send resume, cover letter, five professional references, and current salary to Heather Renschler, Ralph Andersen & Associates, 4240 Rocklin Road, Suite 11, Rocklin, CA 95677, or e-mail to raa-net@pacbell.net, by September 22, 2000. Women and minorities are encouraged to apply. Confidential inquiries welcomed. Detailed brochure available at 916/630-4900.

Professional Services Directory

How Can I Advertise?

Here's how to advertise your city's vacant position in the *CSMFO mini-News*: email ad to nguyenm@cacities.org (attachment must be in rich text format only), or fax to 916/658-8240, attention Mai Nguyen. The 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.