



August 2001

President's Message

Bill Statler, Financial Director, City of San Luis Obispo

Well, the State has finally adopted its budget for 2001-02. (It's either \$101 or \$103 billion. Scary thought, but I guess it depends on whether you ask the Governor or the Legislature; then again, they seem to agree on so little lately, so why should we expect them to agree on something as mundane as arithmetic? Okay, in fairness, it depends on whether certain funds are in or out, but still . . .)

And we can be grateful for at least one thing: the State appears to have followed the Hippocratic Oath in its treatment of cities this year: first, do no harm.

It is an interesting commentary on the state of State-city fiscal relationships when I am totally delighted that at least nothing terrible happened to my city. There were no cuts in the VLF backfill, no cuts in booking fee reimbursements, only minor reductions in COPS funding and there's still some funding for law enforcement technology improvements. In short, I'm feeling very flush just because I haven't lost anything! (Or at least, not too much: I wasn't planning on continued "discretionary relief" funding, anyway.) Now, "all" I have to worry about is how the coming (or is it here already?) economic downturn will affect sales, property and transient

occupancy taxes (collectively, a mere 60% of my City's General Fund revenues), not to mention utility user taxes, VLF, energy costs and Police MOA negotiations. (Well, looks like I did mention them . . .)

Which leads me to think that there is a sort of logic in the State's approach to its budget: create enough ambiguity, anxiety and fear, and you don't have to give anyone anything, because in the end, they'll be delighted with nothing! (Hey, I am.) On the other hand, this may be giving the State more credit for strategic thinking skills than they deserve.

So, with our most recent chapter of the
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Surfing the Waves of Change

Mark February 20 – 23, 2002 on your calendars and plan your trip now to San Diego for the annual CSMFO conference. This Wednesday through Friday schedule is a departure from the past years, and follows hot on the heels of President's Day.

The Sheraton San Diego Hotel & Marina is the setting ideally located near the airport, near the City of San Diego and right on San Diego Bay. The local committee, chaired by Barbara Underwood, is at work planning the conference sessions and we will have some of the major speakers announced by the next issue of the Mini-News. Right now there are many great speaker and topic ideas

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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.

Don't forget to visit the website at www.csmfo.org for the latest news!

California Society of Municipal Finance Officers

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President Bill Statler, San Luis Obispo
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 Bret Plumlee, El Segundo
 Karen Brust, San Diego Water Authority
 Larry Hurst, Brea

Technology

Mark Alvarado, Monrovia
 Don Rhoads, Monterey
 John deRussy, San Mateo

Scholarship Program

Robert S. Biery, Westlake Village
 Candis Hong, Thousand Oaks
 Howard Longballa, Alhambra



The More Things Change...

Who are these people and what are they doing? In the fall of 1990, CSMFO leadership gathered for the second annual board retreat to draft a mission statement and develop a work program for 1991. That mission statement is still used today, and the annual planning process continues with "lucky 13" scheduled for September 7 and 8. In fact, the planning and goal setting process for both CSMFO and the League of California Cities' fiscal officers' department take on new dimensions this year. Your comments, suggestions and participation in identifying goals and contributions to achieving the goals are encouraged.

This year President-Elect Barbara Underwood has asked the CSMFO board and committee members to turn their attention to a five-year planning horizon at the retreat this year. Some of the issues under consideration include:

- How can we encourage rising professionals to become more active?
 - How do special districts and other membership groups fit into CSMFO?
 - How do all of these issues affect the size and support requirements for CSMFO?
- If you have some thoughts to share in these areas or would like to participate in discussing a specific topic, please contact Frances at the CSMFO office (medemaf@cacities.org) so she can share your comments and name with the appropriate team(s) addressing the issue area. The quality of CSMFO programs and services will improve and grow as more members actively participate.
- The League's fiscal officer department will also be asked to develop goals and action plans to support the newly adopted mission, vision, core values and strategic plan, which can be found on the League's website www.cacities.org by clicking on the sidebar "About the League." The League Board will be identifying the 2001-2002 goals at the September
- How will GASB's long-term agenda influence our work?
 - What's the continuing evolution of the Finance Director's role in local government agencies?
 - Who will fill the gap of the leaders retiring over the next 5 years?

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Chapter Corner: Coachella Valley

Craig Graves - Finance Director, City of Coachella

The Coachella Valley Chapter consists of those cities and special districts that are in the Eastern end of Riverside County and the Southeastern area of San Bernardino County. Most of the cities are part of The Coachella Valley, which is where Palm Springs is located.

The Coachella Valley Chapter holds ten monthly meetings annually. During the months of August and February, the chapter does not meet. Our meetings are hosted by the various cities of our chapter. The chapter's attendance continues to increase with an average participation of 35 to 40 individuals.

The various cities host the meeting and are responsible for the program. The programs have included both financial topics and other issues of concern that are reflective of the strong growth in the Coachella Valley. We had presentations on GASB 33 and GASB 34. The City of Indian Wells held a special hands-on workshop dealing with the implementation of GASB 34 that was extremely informative. Other

topics presented included growth and water, the new deferred compensation legislation and how to conduct a successful special tax election. Presentations were also made about issues dealing with the energy crisis, investment strategies in the present bond market and the economic growth in the Coachella Valley. The chapter also toured the Indian Wells Tennis Gardens, which is the second largest tennis complex in the United States. Other meetings included a presentation on the history of assessment district financings and their future development. The chapter also had an open roundtable discussion one month.

The City of Palm Desert hosted a special workshop for individuals who wanted more formal training in government accounting.

The chapter meetings continue to provide a forum to discuss items of concern and interest. It also allows individuals to network with others and seek answers to mutual challenges.

Surfing the Waves of Change *(cont'd from pg 1)*

and the program committee, chaired by Lisa Hildabrand, Finance Director from Carlsbad, is working on the final makeup of the sessions, but more about that in the next issue, so stay tuned. We do, however, have tentative agreement from two of our most popular speakers, David Jones of the League and David Bean of GASB.

Leslie Suelter, Finance Manager in Encinitas, is chair of the Exhibit Hall committee. She is currently talking with vendors about issues important to them as exhibitors, and plans to have the letter inviting vendor participation in the mail around mid-August.

Since after a busy education day we are ready for some fun, the events committee is planning a San Diego surfing gala for Thursday evening the 22nd of February with lots of fun and surprises.

Golf is planned for Coronado, on a beautiful and challenging course that skirts Glorietta Bay. Looks like the fee will be around \$80, and participants will agree it is worth it.

Watch for more updates about Surfing the Waves of Change, 2002 CSMFO Conference, in the next Mini-News.

Roster Updates

Robert Biery

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CSMFO Mini-News

1400 K Street, Suite 400
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Contact: Amy Johnson
Phone: 916/658-8210
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E-mail:

johnsona@cacities.org
Website: www.csmfo.org

UCR Extension Fall Quarter Accounting Classes

For information contact UCR Extension at (909) 787-4111 or check out our web site: www.UCRExtension.net.

September 19-December 12, 2001
Accounting for Governmental and Nonprofit Organizations I - Riverside, California, Wednesdays, 6:30-9:30 pm, Fee: \$325. An introduction to the characteristics of governmental and nonprofit accounting emphasizing the various fund types and account groups.

September 20-December 13, 2001
Accounting for Governmental and Nonprofit Organizations I - Temecula, California, Thursdays, 6:30-9:30 pm, Fee: \$325. An introduction to the characteristics of governmental and nonprofit accounting emphasizing the various fund types and account groups.

Online GASB 34 Resources

For those of you who would like more background on GASB 34 before attending the training sessions this month in Costa Mesa (and for those who may not be attending but would like more information), please visit the "Resource Room" section of the CSMFO site at www.csmfo.org and click on "GASB Statement 34." There you will find helpful resource materials relating to GASB 34 - what it is, how and why it's being implemented, and how it may affect your city or district.

PLEASE NOTE:

Amy Castro, CSMFO Membership Services Representative, was married in June; her name is now Amy Johnson.

Amy's email address has changed to johnsona@cacities.org, but all other contact information remains the same.

CSMFO Weekend Training Workshop

The Annual CSMFO Weekend Training Workshop will be held on November 16-18 at the Hilton Hotel in Ontario, CA. A registration form detailing the specific topics of discussion is attached to this newsletter.

Attendance is limited, so please complete and mail to ensure receipt prior to the registration deadline of October 25, 2001.

If you have any additional questions, please contact either Ronnie Campbell at 562/866-9771 or Mark Uribe at 714/379-9222.

Advanced Investment Training in August

Our members have been asking for Investing and Portfolio Management training for the more experienced cash/treasury manager. In response, we have set up Advanced Investment Training sessions on August 22nd and 23rd in Manhattan Beach, CA.

Attached to this newsletter is a seminar announcement and registration form. Seating is limited to 20 participants per session, so please respond quickly.

For questions about registration, contact Amy Johnson at 916/658-8210 or johnsona@cacities.org; for questions about the course, contact Carolyn Dominguez at 805/ 781-7127 or cdominguez@slocity.org.

Hotel Information for GASB 34 Training – Costa Mesa, CA

Following are some suggestions for your stay in Costa Mesa. These hotels are in close proximity to each other, and all are about two miles from the training site. The rates quoted are for single or double occupancy.

<u>Hotel</u>	<u>Rate</u>	<u>Address</u>	<u>Phone</u>
Hilton	\$139.00	3050 Bristol Street	714/540-7000
Marriott	\$169.00	500 Anton Boulevard	714/957-1100
Residence Inn	\$119.00	881 Baker Street	714/241-8800
Holiday Inn	\$129.00	3131 Bristol Street	714/557-3000
CountrySide	\$149.00	325 Bristol Street	714/543-0300
Wyndham	\$139.00	3350 Avenue of the Arts	714/540-2500
Westin	\$200.00	686 Anton Boulevard	714/540-2500

Welcome New Members


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(no email provided)

Phillip Forbes

Director of Finance/Treasurer
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909/296-6860 fax
(no email provided)

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Interim Finance Director
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Tandy Ramsey

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San Diego County Water Authority
4677 Overland Avenue
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858/522-6687
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City of Newark
37101 Newark Boulevard
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510/794-2330
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Outstanding Financial Reporting Program Under Way for Fiscal Year 2000-01 Comprehensive Annual Financial Reports

Genie Roberts - Director of Finance, City of Temecula

The Fiscal Year 2000-01 Financial Reporting Awards Program is commencing. Last year, there were 173 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 a minimal fee of \$25.00 to apply. For your convenience, the **revised** application is attached to this newsletter. Electronic copies are available on the CSMFO website at www.csmfo.org. In order to participate in this program, please be

sure to complete the application and provide five (5) copies each of your application, CAFR, and if applicable, your prior year's comments with your responses. **Please make your \$25 application fee payable to CSMFO.** All of this information must be postmarked without exception no later than December 10, 2001 and mailed to:

Genie Roberts
City of Temecula
Chair – Professional/Technical Standards Committee
Post Office Box 9033
Temecula, CA 92589-9033
(909) 694-6430
robertsg@cityoftemecula.org

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. 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.

Please note that the Special District CAFR application will be included in the September 2001 Mini-News.

The More Things Change... (cont'd from pg 2)

meeting during the Annual Conference. Department officers will join other League leaders at a breakfast meeting on September 13 to discuss the goals and follow up with a two-day workshop in October to develop a work program for the fiscal officer department in support of the overall goals. These goals will depend on the participation of all city fiscal officers *"to restore and protect local control for cities through education and advocacy to enhance the quality of life for all Californians."*

Finally, efforts are underway to seek legislation for placing a ballot measure

in the November 2002 elections to protect local government revenues from erosion by the State. Participants in drafting the context of this measure include the League, California State Association of Counties, and the Special Districts Association. Research has been conducted and carefully reviewed to craft a proposal that is acceptable to the voters. Representatives from cities, counties and special districts are meeting July 26 to review a final draft of the measure. League representatives have been meeting with key legislators and legislative staff to generate support for the measure. Progress updates will be

available through the League as well as CSAC.

Your help will be needed to make all of these efforts a success. If there is an area of particular interest to you and you would like to be involved, please contact Frances via e-mail (medemaf@cacities.org) or phone 916/658-8218, so she can forward your name to the appropriate person.

Now, back to the picture. Can you guess who these serious looking characters are? The answer will be posted on the CSMFO website on the front page.

Governor Signs Budget

The \$101 billion budget (SB 739, Peace) passed Senate floor on Sunday July 20 around 1 a.m., with one vote to spare. Senate negotiators made a few minor changes and two very significant changes from the Assembly's version of the budget package. On Monday evening, July 23, the Assembly concurred with the Senate changes and sent the budget package to the Governor for his consideration. The Governor promptly signed the budget on July 26 after eliminating \$554 million from the legislature's final proposal. Many of the items vetoed funded local projects and programs requested by legislators for their districts.

The first change by the Senate was to add a constitutional amendment to permanently dedicate the sales tax on gasoline to transportation purposes. ACA 4 (Dutra) is slated to be on the March 2002 ballot. If passed it will bar the usage of these funds for anything but transportation purposes, beginning in 2003. Cementing this dedication of funding for transportation into the constitution was a tenaciously sought-after goal of local governments and Republican members.

ACA 4 contains the formula for allocation of these revenues and further clarifies the local share of these dollars. 40% will go directly to the State Highway Account, 20% to public transit, and 20% each to cities and counties for local streets and roads. The revenue stream is expected to exceed \$1 billion this year. ACA 4 contains an escape clause, which will allow the suspension of the shift for one year by an emergency declaration of the Governor along with a two-thirds approval of both houses of the legislature on a freestanding bill. ACA 4 will provide an important on-going revenue stream for maintenance of these vital community assets.

The second key element of the Senate package was to reduce the threshold for the suspension of the ¼ cent of the state sales tax. The reinstatement of the ¼ cent sales tax became the key issue for Assembly Republican members in the budget impasse. Under current law, the state budget reserve must exceed 4% of the General Fund for the sales tax to be suspended. If the reserve dips below that threshold as expected, the ¼ cent sales tax kicks back in January 1st of the following year. Under AB 426 (Cardoza) the threshold would only be 3% in order to trigger a sales tax suspension. AB 426 also includes the agricultural tax relief including the suspension of the state and local sales tax on liquefied petroleum gas for residential use. This is the only measure which will have a direct local revenue loss associated with it. The loss is expected to be around \$4 million statewide with most of the impact coming in rural areas of the

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President's Message *(cont'd from pg 1)*

"Perils of Pauline" (hopefully) behind us, it's now onto year-end close, draft financial statement preparation, field visits by our auditors and the other delights of Summer for us municipal finance folks. Here's hoping your Summer is a great one.

And speaking of financial statement stuff. Just a reminder that the CSMFO is committed to providing our members with high quality GASB 34 training that is affordable and accessible. If you didn't make the Cerritos training or the upcoming sessions in Costa Mesa on August 13-14 (the enrollment deadline is August 2), then don't despair: we have more of these high-caliber, low-cost programs scheduled for October 10-12 in Merced and January 9-11 in the Fremont/Sunnyvale area.

Congratulations to the City of Roseville

The first budget submittal for this year's budget awards program arrived from the city of Roseville on July 17, 2000. Way to go, city of Roseville!

Each year, we receive over one hundred budget documents from cities and special districts for review. Last year, we received an over-whelming total of 144 budget submittals.

We encourage all cities and districts to submit their budgets before the August 31st deadline to avoid late fees. Budgets arriving between September 1st and September 30th must remit a \$25.00 payment with their applications, while applications submitted between October 1st and November 2nd must be accompanied by a \$50.00 payment. Remember, the fee is **per category**. Be an early bird and save your city or district some money.

Good luck with your budget!

MARK YOUR CALENDARS



GASB 34 Training

August 13 - 15, 2001
Costa Mesa, CA

October 10 - 12, 2001
Merced, CA
(registration form attached)

Chapter Meetings



South San Joaquin

Sandra Montoya, Chapter Chair
Finance Manager, City of Visalia

Date: Thursday, August 16, 2001
Time: 12:00 noon - 2:00 p.m.
Place: Doubletree Hotel - Terrace Room
 1055 Van Ness Street
 Fresno, CCA
 559-485-9000
Spkr: Robert Groeber, Chief Financial
 Officer with the City of Visalia
Topic: Making Council/Board Presenta-
 tions with Confidence
Cost: \$20.00 (includes lunch)
RSVP: Sandra Montoya, 559-713-4423 or
smontoya@ci.visalia.ca.us

Desert Mountain

Kevin Smith, Chapter Chair
Finance Director, Town of Apple Valley

Date: Thursday, August 16, 2001
Time: 10:00 a.m. - 1:00 p.m.
Place: Town of Apple Valley - Town
 Council Chambers
 14900 Dale Evans Parkway
 (Across from Town Hall)
 Apple Valley, CA 92307
Spkr: John Fitzgerald
 Seidler-Fitzgerald Public Financing
Topic: Variable Rate Financing Options
RSVP: Kevin Smith, 760/240-7700 or
ksmith@applevalley.org
Cost: \$10.00 per person (includes lunch)

Orange County

Darren Hernandez, Chapter Chair
Director of Finance, City of La Habra

Date: Thursday, August 23rd, 2001
Time: 11:30 a.m.
Place: The Turnip Rose
 Orange, CA
Spkr: Jeff Woods
 Partner, RSM McGladrey
Topic: "How secure is your cookie jar? A
 presentation on fraud investigations
 that may surprise you."
RSVP: Veronica Ciocatto, 562/905-9729 or
veronica_ciocatto@lahabracity.com

Sacramento Valley

Robin Bertagna, Chapter Co-Chair
Finance Officer, City of Yuba City

Debbie Grose, Chapter Co-Chair
Ass't Fin. Dir., City of Woodland

Date: Tuesday, August 21, 2001
Time: Business Meeting: 9:30 a.m. til
 11:00ish
 Pleasure Meeting: Sacramento
 Rivercats vs. Oklahoma Redhawks.
 Game time 12:05 p.m.
Place: City of West Sacramento, Police
 Department Training Room
 550 Jefferson Boulevard
 West Sacramento, CA
 River Cats game: Raley Field is
 located at 400 Ballpark Drive, just
 west of Old Sacramento and the
 Sacramento River.

Spkr: Dan Dowell, Assistant Director of
 Investments, Office of the State
 Treasurer, Local Agency Invest-
 ment Fund
 Mr. Dowell will provide us with an
 enthusiastic and energetic overview
 of LAIF, a review of past perfor-
 mance, a projection of future
 performance and an analysis of the
 state of the economy including
 predictions regarding the Federal
 Reserve Board's future action
 regarding interest rates.

RSVP: Robin Bertagna, 530/822-4615 or
rbertgn@yubacity.net.
Cost: A registration bulletin will be e-
 mailed and snail mailed to Chapter
 Members along with the cost
 information soon.

**Please email or fax
 your meeting
 announcements
 to Amy Johnson at
johnsona@cacities.org
 or (916) 658-8240**

Redwood Empire

Jim McAdler, Chapter Chair
Admin. Svcs. Dir., Town of Windsor

Date: Wednesday, August 29, 2001
Time: 8:00 - 9:30 a.m.
Place: Santa Rosa City Hall
 2nd floor conference room
RSVP: Jim McAdler, 707/838-5354 or
jmcadler@townofwindsor.com

Monterey Bay

Daphne Hodgson, Chapter Chair
Financial Svcs. Mgr., City of Monterey

Date: Friday, September 14, 2001
Time: 10:30 a.m. - Registration &
 Networking
 11:00 a.m. - Guest Speaker: John
 Fitzgerald
 12:00 p.m. - Lunch
Place: Tarpy's Roadhouse - Vintner's
 Room (located on the main floor)
 2999 Monterey-Salinas Highway
 Monterey, CA
Spkr: John Fitzgerald
Topic: Variable Rate Financing: Lowest
 Costs for the New Millennium
RSVP: Susan Kellermann, 831/646-3940
 or kellerna@ci.monterey.ca.us
Cost: \$20.00/person

San Gabriel Valley

Josh Betta, Chapter Co-Chair
Finance Director, City of S. Pasadena

Tracey Hause, Chapter Co-Chair
Admin. Svcs. Dir., City of Arcadia

Date: Wednesday, September 19th, 2001
Time: 11:15 - 11:30 a.m. - Registration
 11:30 - 12:15 p.m. - 1st
 Presentation
 12:15 - 1:00 p.m. - Lunch
 1:00 - 2:00 p.m. - 2nd
 Presentation
Place: Four Points Sheraton Hotel
 (formerly Wyndham Garden Hotel)
 700 West Huntington Drive
 Monrovia, CA 91016
 Phone (626) 357-5211
Spkrs: (1) Eric Middleton - Manager,
 Maximus Company
 "Interviewing Dos and Don'ts"
 (2) Panel Presentation: "What a
 City Manager Looks for in a
 Finance Director" - James Starbird -
 City Manager, Glendale; Sean Joyce -
 City Manager, South Pasadena;
 and Bill Kelly - City Manager,
 Arcadia

Menu: The Fajita Grill Buffet
RSVP: Kelley Williams, 626/574-5465 or
kwilliams@ci.arcadia.ca.us by
 September 11th at 5:00 p.m. (No-
 shows may be billed).
Cost: \$25.00 Per Person - payable at the
 door (make checks payable to the
 City of Arcadia)

Up the Ladder

FINANCIAL ANALYST/SRACCT – City of Visalia, CA. \$3,714 - \$4,669/mo (plus benefits). The City of Visalia, located in California's Central Valley, is seeking an experienced, motivated individual to perform a wide variety of responsible professional accounting/analytical duties. Duties include fund accounting, analysis/preparation of financial statements and reports, and may include supervision. This position requires a degree in Business Administration, Economics, Accounting, or a closely related field, and a minimum of three years increasingly responsible professional experience in financial management, preferably in a municipal setting or equivalent combination of the two. A CPA license is desirable. Application deadline: Aug 15, 2001 - 5pm. For application materials, contact: City of Visalia, Human Resources, 707 W. Acequia Ave., Visalia, CA 93291. Phone: 559/713-4007. www.ci.visalia.ca.us

PAYROLL TECHNICIAN – City of El Monte, CA. (Salary \$3487 - \$4238/mo. plus excellent benefits.) Prepare semi-monthly payroll and all related reports and payments. Prepare tax reports; maintain frequent and strict deadlines; interface with employees & supervisors; analyze accounts; assist in budgeting salaries; maintain computerized employee records. This position requires a Bachelor's Degree in Accounting or Business and/or a minimum of 3 years municipal finance experience. Must have Payroll experience, including W-2's, quarterlies, PC spreadsheets. El Monte is on the 4/10 workweek (closed Fridays). Benefits include 2% @ 55 (+ 1% PARS on City of El Monte service time, if retire from El Monte) and City-Paid contribution to Deferred Comp. Plan. Obtain flyer and app. at www.ci.el-monte.ca.us or HR Office, 11333 Valley Blvd., El Monte, CA 91731, (626) 580-2040. Open until filled.

AUDITOR/CONTROLLER DIVISION CHIEF - San Bernardino County, CA. \$64,397-\$82,389, excellent benefits. The Auditor/Controller's Office is recruiting for a Division Chief who will plan, organize and direct either the Auditor or Controller Division. The position requires a Bachelor's degree in accounting or equivalent number of college units in accounting AND 4 years of experience as a manager or high-level supervisor of a major accounting function in a government agency. Apply by 8/9/01 to: San Bernardino County Human Resources, 157 W. 5th Street, San Bernardino, CA 92415, (909) 387-9686. www.sbcounty.gov EOE/ADA compliant

ACCOUNTING MANAGER - Cerritos College, Los Angeles, CA. Salary: \$4,764 - \$5,398/month plus an excellent management benefits package. Cerritos College is located in southwest Los Angeles County and is seeking a manager who has strong technical accounting skills and can motivate and supervise the accounting unit in the Fiscal Services Department. Duties include varied and complex accounting work; coordination of accounting unit functions, and the supervision and evaluation of unit employees. This position requires a Bachelor's degree in accounting, business administration, economics, finance or related field and three years of increasingly responsible professional accounting experience, which includes the analytical examination of financial records and the preparation and analysis of financial statements and reports. District application is required. Priority closing date: August 13, 2001. For application package contact Human Resources at 11110 Calendar Blvd., Norwalk, CA, (562) 860-2451, ext. 2284 or www.cerritos.edu. EKE/AA

CONTROLLER - City of Napa, CA. *The Position:* Reporting to the Director of Finance, this key position manages City, Housing Authority and Redevelopment Agency financial activities, systems and programs including general accounting, accounts payable, payroll, budget forecasting, and investment and cash management. This is an exciting opportunity for a detail-oriented manager to join a seasoned team and work in an ideal setting. Monthly salary \$6909-\$8347 plus excellent benefits. *The Ideal Candidate:* The ideal candidate will possess at least four years of professional, municipal financial management experience which included overseeing complex financial systems and ensuring compliance with general accounting principles and procedures, supervisory experience, and the equivalent to a Bachelor's degree from a four-year college or university, with major course work in accounting, economics business administration or a closely related field. Possession of a Master's degree in an appropriate field is desirable. *To Apply:* The application may be found on the City's website: www.cityofnapa.org or contact Lonnie Hayhurst, L.B. HAYHURST & ASSOCIATES - 15 Pamaron Way, Suite B - Novato, CA 94949 - Phone (415) 884-0544 - Fax (415) 884-0533 - Email info@lbhayhurst.com. File by August 24, 2001. EOE.

ACCOUNTANT I - City of Berkeley, CA. \$40,104 - \$47,328/year plus 7% Add'l Compensation and Full Benefits. The City of Berkeley has an opening for an Accountant I position. The ideal candidate performs professional accounting work relating to municipal acctg procedures and records. Requires Accounting or related degree. Public agency/governmental accounting experience is highly desirable. City of Berkeley application materials must be submitted by 5 p.m. August 13, 2001. Call: (510) 981-6888 or apply at: Human Resources Department, 2180 Milvia Street, Berkeley, CA 94704. EOE. www.ci.berkeley.ca.us/hr

DIRECTOR OF FINANCE – City of Garden Grove, CA. The City of Garden Grove (pop. 169,000), located 30 miles southeast of Los Angeles and 10 miles from beautiful beaches, is seeking a new Director of Finance to replace the current Director who is retiring after 20 years of service. The Director reports to the City Manager and is a key member of the executive team. The Department provides the full range of finance related services including accounting, revenue administration, debt, investments and cash management, purchasing warehousing, and liability insurance. The Department's resources include a staff of 32 and a budget of \$2.2 million. The ideal candidate will be a visionary leader able to guide the City's financial future. Candidates should be seasoned finance professionals with significant leadership experience in a diverse and complex public organization. Candidates should have a high level of competence in all areas of financial management, as well as excellent communication and consensus building skills. Typical candidates include finance executives from complex public organizations, and senior outside advisors/consultants with strong financial management skills. Bachelor degree required; advanced degree and/or CPA desired. Salary for the position is \$96,356 - \$133,452 (employee pays 8% contribution to PERS on pre-tax basis). The City also provides competitive benefits including PERS 2% at 55. Detailed brochure available. To be considered for this exceptional career opportunity, submit your resume, a cover letter with current salary, and three work-related references by Friday, September 21, 2001 to: SHANNON ASSOCIATES, 740 University Avenue, Suite 130, Sacramento, CA 95825. Phone: (916) 567-4280, Fax: (916) 567-1220, Email: resumes@shannonassoc.com. www.shannonassoc.com

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Up the Ladder *(cont'd from previous page)*

ADMINISTRATIVE SERVICES

DIRECTOR - Town of Los Altos Hills, CA. Salary: \$7,288-8,859/mo + excellent benefits. The Town of Los Altos Hills seeks a personable and professional Administrative Services Director. Los Altos Hills is a hillside, residential community of 8000 in Silicon Valley. Reporting to the City Manager, duties emphasize hands-on management of the Town's financial processing and personnel. Primary responsibilities include overseeing all accounting services such as accounts payable and receivable, payroll, cash receipting, and financial reporting; preparation and management of the Town's Operating and CIP budgets; management of the annual audit and preparation of the Comprehensive Annual Financial Report and other required statistical and narrative reports. This position also manages general administrative functions including personnel, employee relations, contracts administration, information technology and other support functions. The ideal candidate must have a Bachelors degree with a major in Accounting, Business, Public Administration or a related field, with a minimum of 5 years of progressively responsible supervisory experience in a municipal finance setting. Must have knowledge of the principles and practices of municipal finance and personnel management. **Application deadline:** August 31, 2001. Interested persons should submit an application and resume to: Town of Los Altos Hills, 26379 Fremont Road, Los Altos Hills, CA 94022. For an application and complete job description, call (650) 941-7222 or visit www.losaltoshills.ca.gov.

FINANCE DIRECTOR/DEPUTY CITY TREASURER

- City of La Puente, CA. Salary: \$6,188 - \$7,521 per month, plus excellent benefits. The city, population 40,000, is recruiting for a finance director. The ideal candidate will be an experienced professional capable of supervising the city's finance, accounting and purchasing operations, and directing the operations of the Finance Department. The finance director is responsible for overseeing the preparation of the city's annual budget. The ideal candidate will have a thorough knowledge of governmental accounting practices and procedures, budgeting and control, accounting, auditing, financial reporting, cash management and investments. Qualifications include Bachelor's Degree in Accounting, Finance, Business, Public Administration or related field, supplemented by five years of related, progressively responsible experience. To apply, qualified candidates must submit a completed city application form and resume to

the city of La Puente, 15900 E. Main Street, La Puente, CA 91744, attention Personnel Officer by August 24, 2001. To request a recruitment brochure or additional information, please call (626) 855-1500. www.lapuate.org

BUDGET MANAGER - City of Santa Monica, CA (Salary \$6,108 - \$7,541/mo. + excellent benefits, including 2% @ 55 and single highest year). The Finance Department is seeking a person with strong budgetary knowledge and skills and the ability to establish and maintain excellent working relationships with staff at all levels of the organization to manage the financial services activities related to budget administration, while planning, organizing and directing complex and specialized budgeting and administrative programs and projects. Requires: Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration or a related field; four years of budget experience in the central budget office or an organization, preferably in a public sector environment, including at least two years of supervisory experience. A Master's degree in Business, Public Administration or a related field is highly desirable. Apply by: 5:30 p.m., Thursday, August 30, 2001. Apply at: City of Santa Monica Personnel Dept., 1685 Main St., P.O. Box 2200, Santa Monica, CA 90407. Phone: (310) 458-8697 or visit www.santa-monica.org/personnel.

PURCHASING MANAGER - City of Victorville, CA. Salary Range: \$4,117- \$5,016/month plus Excellent Benefits. Requirements - Education and/or experience: Bachelor of Science degree in business administration, marketing, accounting or closely related field and two years of increasingly responsible purchasing and buying experience, preferably with a unit of local government and including at least one year in an administrative capacity. Description of Duties or other pertinent data: Under general supervision, plans, organizes and directs the purchasing and warehousing of materials, supplies and equipment; develops and prepares specifications and material standards; solicits/submits formal bids and recommendations for purchases; writes, reviews and administers contracts for goods and services; negotiates contracts with vendors; advertises and recommends award of bids in accordance with State laws and City policy. Filing Deadline: 3:00 p.m., Thursday, August 30, 2001. Original City Application is required. **APPLY AT:** City of Victorville, Human Resources, 14343 Civic Drive, Victorville, CA

92392. Job Line (760) 261-1508. Phone (760) 955-5051. www.ci.victorville.ca.us

VICE PRESIDENT, BUSINESS SERVICES

- Cerritos College, Norwalk, CA. Salary: \$110,000 minimum—negotiable—plus excellent management benefits package. VP reports directly to the President and serves as a member of the Executive Team. As the Chief Business Officer of the college, the VP is responsible for coordinating, developing and monitoring the college budget, developing and maintaining financial records and reports, investment and risk management, payroll, purchasing, auditing, fixed asset control and facilities operations. VP assists the CEO in long-range facility master planning, project management and collective bargaining. VP serves on college committees. Requirements include: B.S. degree (Master's preferred) in Business Administration or related field. Minimum of five years of senior management experience (higher education experience preferred). Expertise in strategic and financial planning, investment management, budgeting and accounting. Ability to communicate effectively, work in a highly diverse environment, motivate and supervise staff. For further information contact: Human Resources, 11110 Alondra Blvd., Norwalk, CA; (562) 860-2451, ext. 2284; www.cerritos.edu. To apply send: 1) a current resume; 2) a cover letter detailing how you meet the requirements of the position; and 3) the names of three professional references. Committee review begins September 6, 2001 and continues until position is filled. Send to: Search Committee, Vice President for Business Services, Office of Human Resources, 11110 Alondra Blvd., Norwalk, CA 90650 OR fax to: (562) 467-5003 OR e-mail to HR@cerritos.edu. EOE/AA

SENIOR ACCOUNTANT - City of Rancho Cucamonga, CA. Salary: \$4,070 - \$5,223, plus City paid PERS. Under direction of the Finance Officer, this position performs complex professional accounting work including but not limited to: performing financial, cost and budget analyses; preparing financial statements and reports; assisting with annual budget preparation; participating in the development of accounting procedures; acting as lead on computerized accounting system revisions, upgrades and conversion, including report writing; and directs the work of others engaged in accounting activity, including payroll processing. Minimum qualifications: Bachelor's

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Governor Signs Budget *(cont'd from pg 7)*

state. Also included in this measure is the state sales tax exemption for the purchase of farm and forestry machinery known as the "tractor tax." Importantly, the local portion of the sales tax will not be impacted.

Once again, here's a breakdown of major components in the budget with impacts on city programs with the trailer bill number. Detailed budget analysis may be found on the Department of Finance website www.dof.ca.gov and the Legislative Analysts' site www.lao.ca.gov.

A \$4 million loss of sales tax from local government associated with exempting Liquefied Petroleum Gas used for home heating will mainly impact rural areas of the state. (AB 426, Cardoza)

A sales tax exemption for tractors and forestry equipment would not include the local share. (AB 426 Cardoza)

Thirty-six rural county law enforcement agencies will receive grants of \$500,000 each under the plan. (AB 443 Aanestad)

COPS. Funded at \$116.3 million with a minimum of \$100,000 per jurisdiction. Continuation of local law enforcement augmentation program aimed at hiring front line law enforcement personnel. Cut of \$5 million from last year's level. (AB 440 Cardenas)

Juvenile Crime Prevention. Continuation of program initiated last year aimed at successful youth diversion programs. Funded at \$116.3 million, which is \$5 million less than last year. (SB 739 Peace)

Technology Grants for Public Safety. Continuation of Governor's initiative from last year. Funded at \$35.4 million with a \$30,000 minimum allocation per jurisdiction. Under new reporting requirements, all jurisdictions must account for last year's expenditure by August 15, 2001. Details may be found in the July 20 issue of Priority

Focus available on the website www.cacities.org.

Local Streets and Roads. The local portion of the Governor's transportation package of last year was preserved as the state portion was deferred for a year. Funding is restricted to maintenance and rehabilitation of local roads. Funded at approximately \$154 million. (Department of Finance downgraded the revenue estimate from \$171 million to reflect the lower price of gasoline). (AB 438 Cardenas)

Flood Control Subventions. Funded at \$44 million (\$23 million below anticipated local needs). (SB 739, Peace)

Brownfield Insurance. New program aimed at obtaining insurance to assist in the development of contaminated urban areas. Funded at \$17 million. (SB 739, Peace)

Clean Beaches. New program aimed at water quality and runoff control. Funded at \$38 million. (SB 739 Peace)

Infrastructure Bank. Funded at \$100 million (\$277 million reduction taken from the reserve of the program). (SB 739 Peace)

Housing Incentive Grants. Funded at \$60 million (\$40 million less than current year budget). (SB 739 Peace)

Professional Services Directory

Up the Ladder

(cont'd from previous page)

Degree in accounting or business administration or a related field; plus three years recent professional experience in governmental or municipal accounting, including some supervisory experience. Experience with IFAS financial software is desirable. Apply by August 27, 2001 at City of Rancho Cucamonga, Personnel Division, 10500 Civic Center Drive, Rancho Cucamonga, CA 91730. Telephone: (909) 477-2700. A completed City application form must be submitted. Applications and job flyers are available at City Hall or on our website at www.ci.rancho-cucamonga.ca.us.

ACCOUNTANT - City of Healdsburg, CA. Salary: \$3,983-\$5,002 per month, plus excellent benefit package including City paid PERS and 9/80 work schedule. The City of Healdsburg is seeking a highly skilled finance professional for a full-time position in the City's Finance Department. The successful candidate will perform professional accounting work related to the preparation and maintenance of municipal accounting records and budgetary policies and procedures. Candidates must be knowledgeable in the procedures and principles of governmental accounting, finance and budgeting and the principles and practices of supervision and office management. Position requires a four-year degree in accounting, finance, business administration or closely related field and at least two years of professional accounting experience in a public agency setting. Sufficient professional accounting support work may be substituted for the education on a year for year basis to a maximum of two years; however, a minimum of 30 units in accounting, auditing, financial analysis or similar coursework is required. Apply by August 24, 2001, 5:00 p.m. Resume and City application required. For application packet contact the City of Healdsburg, Personnel Office, 401 Grove Street, Healdsburg, CA 95448. Phone (707) 431-3322. Find us on the Web at www.ci.healdsburg.ca.us.

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