

March 2002

President's Message

Barbara Underwood, Director of Finance/Treasurer, City of Vista

I am delighted to share with you my first *MiniNews* article as your new President. Like many of you, I have just returned from the very successful and enjoyable San Diego CSMFO conference and am sifting through the stacks of mail, reports, and phone calls that came in while I was away. Isn't it just amazing how many e-mails are sent in a day!! From the input I've already received, the conference was again a great success, filled with up-to-date and informative information and well worth the time away from the office. In addition, of course, the weather certainly cooperated, as it was bright, sunny, and warm throughout the conference. The final registration estimate for this year's conference is 700, making it the most well-attended conference yet. Since each Host Committee somehow is able to make the conference more spectacular each year, I am already looking forward to next year in Sacramento.

Once again, I would like to thank the Host Committee for all their hard work and "sweat equity" that went into making the conference so outstanding. From the excellent sessions to the dazzling Barefoot Beach Bash, great fun was had by all. For those who weren't able to attend, Lisa Hildabrand and Kevin Branca from Carlsbad and Viki Copeland from the Career Development Committee, designed so many quality programs that it was hard to decide which one to attend. If you would like tapes of the sessions, an order form will

be available for download from the CSMFO web site (www.csmfo.org); I urge all of you to consider obtaining tapes of the sessions you were unable to attend.

Congratulations and thank you to Mary Bradley and Harriet Commons for overseeing the pre-conference seminar, "Getting Beyond the Debits and Credits: The Policy Implications of GASB 34." Although originally designed for 60 attendees, the desire to obtain this information was keen and room capacity was reached with 140 attendees. Kevin W. Harper, CPA, David Bean, Director of Research, GASB, and Dave Millican, Deputy City Manager, Fremont, did an excellent job focusing on the key policy issues that Finance Directors will face implementing GASB 34 and how to convey what GASB 34 is all about to the City Manager and City Council.

Steve Farber set the stage for the conference as he shared his views on

leadership and reminded us that a leaders' role in the organization is to "create the culture" and it is important to understand that "most people work for a higher purpose than a paycheck." The old adage that if you do what you love, then you'll love what you do, continues to be true. Leadership is a public act, not something we do alone and Steve opined that it is important for leaders remember to "DWYSYWD" which means "Do What You Say You Will Do."

Then Dick Butterfield, a presentation, communication and media coach, spoke about how to communicate more effectively and provided specific tips for all to use when communicating ideas through the use of sound bites and storytelling. These persuasion tools definitely will help us ride the uneven surf ahead.

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Attachment: GASB 34 workshop flier and registration form

The MiniNews 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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Gary Nordquist, Fontana
Craig Graves, Coachella
Bob Torrez, Long Beach

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Bill Thomas, Petaluma
Karen Brust, San Diego Water Authority
Derek Hanway, Burbank

Technology

Josh Betta, South Pasadena
Linda Downing, Marina
Mark Alvarado, Monrovia

Scholarship Program

Robert S. Biery, Westlake Village
Candis Hong, Thousand Oaks

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

Tapan Munroe, a nationally and internationally known economist, shared his views on the economy and commented that he believed the March 2001 recession should be over very soon, and in fact, may already be over. He did caution, however, that we should not expect to see a resounding recovery but rather something less robust. He indicated that the best economic news was that inflation is still contained, partly as a result of the slow economy but also because the last five years has seen higher productivity and good leadership, which significantly contributed to this low inflation environment.

Dr. Janet Lapp presented a highly-charged program encouraging us to develop a renewed enjoyment of life and gave some tips in order to bring balance into one's life. It seems like more often than not we hear colleagues bemoan the fact that they don't spend enough time exercising, playing, and relaxing. Dr. Janet reminded us that "guilt means you're doing something healthful for yourself, figure out what your top priorities are and don't feel guilty doing them."

In addition to our four keynote speakers, other sessions included such topics as "How to Profit from Taking Losses" by Ben Finkelstein, Senior Vice President, Stanford Group Company; "No-Nonsense Networking" by Jenni Prisk, President of Prisk Communications; "Personal Balance-Bringing Your Whole Self To Work" by Delia Horwitz; "Hot Topics in Governmental Accounting" by David Bean, Director of Research, GASB; "Images of Leadership" by Dr. Trudy Sopp; "How to Prepare An Award-Winning Budget" by Anita Lawrence, Director of Finance, Camarillo, Mark Puckett, Finance Director, Costa Mesa, and Joan Michaels, Budget Manager, Burbank; and "Fiscal Health Contingency Planning" by Bill Statler, Finance Director, San Luis Obispo. In addition, there were many

more speakers who provided excellent presentations. If you would like to order tapes of the sessions, an order form will be available for download from the CSMFO web site (www.csmfo.org) by March 10th, or you can contact Master Duplicators directly at (714) 444-2200 or mdtapes@aol.com.

CSMFO Board Meetings. The CSMFO Board held two meetings during the conference and considered several important items. Tim Hansen moved into the President-Elect position and Mark Alvarado from Monrovia and Janet Salvetti from Stockton began their term as Board members.

The Policies and Procedures Manual was updated and will be posted on the CSMFO web site. The Board approved a multi-year agreement with L&A Meeting and Management Services, Inc. L&A is providing assistance with the 2003 Conference and through this agreement will be assisting future Host Committees with the conference details. The Annual Conference has grown in size and comprehensiveness as our membership has grown and local finance officials have become even busier (if that is possible). Assistance from L&A is expected to ease some of the burden on the local Host Committee without added expenses and provide the organization with the benefit of assistance from professionals in the conference-planning arena.

Interest was recently expressed in updating our Project Outreach Directory. To that end, Bill Statler is updating the document and it is expected to be posted on our web site by May 2002. In addition, the Board met with the San Diego Host Committee to solicit feedback regarding the conference and came away with suggestions that will assist next year's committee with many conference details.

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Chapter Corner: North Coast

Jim McAdler - Administrative Services Director, Town of Windsor

Lessons Learned from a Class & Comp Study

The Town of Windsor completed a classification and compensation study in 1991, when it was a water district. The Town is now a full-service city, and we figured it was time to do another "class and comp" study. We also thought it would be important to review our organization structure to consider the kinds and numbers of Town positions needed now and in the foreseeable future. As Administrative Services Director, I coordinated this Town-wide effort with help from a consultant. We started the lengthy and often intense process in November 2000.

The first step was to develop a strategy and "buy in" from our employees.

Windsor has 58 regular employees and it was fairly easy to assemble all management staff and employee unit reps for two strategy meetings. Among other things, we discussed the study process and goals, and we identified other public agencies comparable to Windsor for surveying salary information. The range of our salary survey was primarily on the local labor market for most classifications. We also affirmed that no employee would take a pay cut and that management would openly discuss the study with employees throughout the process.

Then the real work started. First, almost all employees completed position description questionnaires and were interviewed. We also prepared a salary survey form to send to other agencies for the market comparison. We

worked fast and furiously, and as scheduled the consultant delivered his first drafts of the organization charts and class specifications (job descriptions) for all current and future positions. Employees made comments and the drafts were then finalized. The consultants used the class specs as the basis for the market comparisons.

After the market results were collected and compiled, the consultant presented a proposed salary schedule for all Town classifications. In addition to considering pay of like positions at the market 60th percentile, the salary schedule considered the internal relationships within the Town's organization structure based on the relative importance of the positions.

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CSMFO Chapter Chairs

Chapter Assistant - Amy Johnson, League of California Cities 916/658-8210 or johnsona@cacities.org

Chapter	Chairperson	Telephone	Email Address
Central Coast	Rachelle Rickard	805/461-5014	rrickard@atascadero.org
Central Los Angeles	Robert S. Ridley	562/801-4395	bridley@pico-rivera.org
Central Valley	John C. French	209/357-6311	jfrench@data.co.merced.ca.us
Channel Counties	Candis Hong	805/449-2241	chong@toaks.org
Channel Counties	Lucy Foster	805/449-2100	lfoster@toaks.org
Coachella Valley	Duane Bambusch	760/346-2489	dbambusch@aol.com
Desert Mountain	Kevin Smith	760/240-7000	ksmith@applevalley.org
East Bay (S.F.)	Richard Ricci	925/671-5219	rricci@ci.pleasant-hill.ca.us
Imperial County	Philip Carr	760/337-4550	pcarr@ci.el-centro.ca.us
Inland Empire	Steve Chapman	909/413-3075	stevec@moval.org
Monterey Bay	Daphne Hodgson	408/646-3947	hodgson@ci.monterey.ca.us
North Coast	Jim McAdler	707/838-5354	jmcadler@townofwindsor.com
Northeast Counties	Steve Strong	530/225-4087	sstrong@ci.redding.ca.us
Northwest Counties	Carolynn Thomas	707/441-4114	cjthomas@eurekaweb.com
Orange County	Darren Hernandez	562/905-9730	darren_hernandez@lahabracity.com
Peninsula	Thomas Fil	650/595-7435	tfil@ci.belmont.ca.us
Sacramento Valley	Barbara Brock	916/645-3314	bbrock@ci.lincoln.ca.us
Sacramento Valley	Susan Mahoney	916/725-2448	smahoney@ci.citrus-heights.ca.us
San Diego County	Suzanne Wellcome	858/755-9354	swellcome@delmar.ca.us
San Gabriel Valley	Josh Betta	626/403-7250	jbetta@ci.south-pasadena.ca.us
San Gabriel Valley	Tracey Hause	626/574-5400	thause@ci.arcadia.ca.us
South Bay	Gavin Curran	310/524-2315	gcurran@elsegundo.org
South San Joaquin	Sandra Montoya	559/713-4423	smontoya@ci.visalia.ca.us

Chapter Meetings

San Diego County

Suzanne Wellcome, Chapter Chair
Finance Dir./Treasurer, City of Del Mar

Date: Thursday, March 14, 2002
Time: 11:30 for mingling and 12:00 for lunch
Place: Del Mar Hilton
 15575 Jimmy Durante Blvd.,
 Ballroom C
 Del Mar (Via de la Valle exit off I-5)
Spkr: Carl Moerbe of Morgan Keegan.
Topic: "How to Stay Dry in a Stormy Market: Interest Rate Sensitivity and Effective Investment Management." This presentation offers practical guidance in the application of portfolio management strategies emphasizing how to measure, monitor and control interest rate sensitivity.
Menu: Your choice of Chicken Ancho or Cobb Salad.
Cost: \$25 for members, \$30 for commercial members.
RSVP: Contact Jay Lipscomb at 858/755-9354 for reservations.

Coachella Valley

Duane Bambusch, Chapter Chair
Accountant, City of Indian Wells

Date: Monday, March 18, 2002
Time: 12:00 to 1:30 p.m.
Place: The top of the Palm Springs Aerial Tramway
 1 Tramway Road, Palm Springs.
Spkr: Mr. Clarence Allen, PERS Program Specialist.
Topic: 2.5%, 2.7%, 3.0% retirement options
Cost: \$15.00 per person. The Tramway ride is complements of Palm Springs Aerial Tramway, Rob Parkins, General Manager. Those attending should be at the base station of the tramway by 11:30 a.m.
Menu: Lunch will consist of your choice of either Prime Rib or Chicken.
RVSP: By Monday, March 11, 2002, to Maureen Fox at (760) 323-8229.



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, March 20, 2002
Time: 11:15-11:30 am - Registration
 11:30 am-12:15 pm - Presentation
 12:15-1:00 pm - Lunch
Place: Four Points Sheraton Hotel
 (formerly the Wyndham Garden Hotel)
 700 West Huntington Drive
 Monrovia, CA 91016
 Phone: 626/357-5211
Spkr: Tim Schafer, Principal - Fieldman, Rolapp & Associates
Topic: "Six Steps to Creating a Good Capital Improvement Plan." This is Tim's public debut of a recent article he authored on this subject. Tim always is an entertaining speaker; please join us.
Menu: The Fajita Grill Lunch Buffet
Cost: \$25.00 per person, payable at the door (Make checks payable to the City of Arcadia).
RSVP: Contact Kelley Williams, City of Arcadia, at 626/574-5465 or kwilliams@ci.arcadia.ca.us by 5:00 pm on Thursday, March 7th, 2002 (no-shows may be billed).

Central Valley

John French, Chapter Chair
Admin. Svcs. Dir., City of Atwater

Date: Thursday, March 21, 2002
Time: 12:00 noon
Place: The historic Bloss House Museum
 Atwater, CA.
RSVP: Contact John French, City of Merced, at 209/357-6311 for more information.

Northwest Counties

Carolynn Thomas, Chapter Chair
Ass't Finance Director, City of Eureka

Date: Tuesday, March 26, 2002
Time: Noon to 1:30 p.m.
Place: Red Lion Inn, 1929 4th Street, Eureka – R. J. Grins room
Topic: "INVESTING IN A LOW-INTEREST MARKET"
 Kay Chandler, Chartered Financial Analyst, Owner of Chandler Asset Management, Inc. will provide insights on how to maximize interest earnings in today's economic climate. Her presentation will target those investments appropriate to governmental agencies and special districts.
Cost: \$20.00 per person (includes room rental fee). Make checks payable to City of Eureka. Reservations not cancelled by March 20, 2002 will be billed to your agency.
RSVP: Contact Carolynn Thomas, City of Eureka, 707/441-4114 or cjthomas@eurekaweb.com.

Chapter Corner: North Coast *(cont'd from page 3)*

The consultant's final report was presented in September 2001, ten months after the start of the study.

The class and comp study recommended a number of changes. As a first step, the Town Council adopted the proposed organization structure. Secondly, the class and comp adjustments became key discussion points in our labor negotiations and, with a few minor modifications, were ratified.

I hope it will be a while before I tackle another class and comp study. However, I learned a few lessons that I think will make it easier the next time:

- Prior to starting a class and comp study, learn as much about the process as possible in order to resolve problems promptly during the study.
- Forewarn all employees that the study requires a significant amount of time, effort and patience on everyone's part, both to prepare information and to review results.
- A class and comp study is a snapshot at a point in time. Timeliness is critical and employees need to complete work assignments on schedule. Keep the pressure on

to complete the study in a timely manner.

- Expect the unexpected and avoid creating false expectations.
- Focus on the accuracy of details as well as on the big picture. Take care to assure labor market comparisons are appropriate and accurate.
- Don't leave issues hanging and be firm with final determinations. Communicate results clearly and directly to employees who are adversely affected by the study.
- The preparation and collection of salary information takes months, but the final compilation of the results happens quickly. Determine ahead of time whether employees will be involved in the final review before the results are released. For obvious reasons, many of the most sensitive issues in the study arise from the compensation results.

In our recent labor negotiations, the Town agreed to further study specific controversial issues in the class and comp results. The Town Manager will make the final decision on any revisions.

If you have any questions about the Windsor class and comp study, I'd be happy to discuss it with you.

MARK YOUR CALENDARS



Annual Legislative Seminar

May 30, 2002
Sacramento Convention Center
Sacramento, CA

GASB 34 Training

April 29 - May 1, 2002
La Mirada Civic Center
La Mirada, CA
(registration form attached)

June 24 - 26, 2002
Central Coast

October 14 - 16, 2002
Northern California

Please visit www.csmfo.org for more information.

Related Organizations GFOA Annual Conference

June 16-19, 2002
Denver, CO
www.gfoa.org

CSMFO Technology Tip

Josh Betta, South Pasadena & Linda Downing, Marina - CSMFO Technology Committee

Try the Website Search Engine

Most CSMFO members have established their daily connection to our statewide organization through active or passive participation in the shared email service. This fact has, in itself, created a powerful information

revolution on our desktops. Little doubt about that.

You may be less familiar with the power of our website search engine to create access to the latest information. Our search engine allows you to search the virtual library of policy documents and

finance housed in the "Resource Room" and the newly-created email "Survey Results" link on the website.

Log on to www.csmfo.org and give the search engine a try next time you need an informative hand.

2002 CSMFO CAFR Award Winners

Fiscal Year 2000-2001

Awards for Outstanding Financial Reporting

(First-Time Winners are Highlighted)

Alameda	El Segundo	Millbrae	San Luis Obispo
Alhambra	Escondido	Milpitas	San Marcos
American Canyon	Fairfield	Mission Viejo	San Mateo
Anaheim	Folsom	Monrovia	San Pablo
Antioch	Fontana	Montebello	Santa Ana
Apple Valley	Foster City	Monterey Park	Santa Barbara
Bakersfield	Fremont	Morgan Hill	Santa Clara
Bell	Fullerton	Mountain View	Santa Clarita
Bellflower	Galt	Murrieta	Santa Fe Springs
Berkeley	Garden Grove	Newark	Santa Maria
Beverly Hills	Gardena	Newport Beach	Santa Monica
Brea	Glendora	Oakley	Santa Rosa
Brisbane	Hawthorne	Ontario	Santee
Buellton	Hayward	Orange	Saratoga
Burbank	Healdsburg	Palmdale	Scotts Valley
Burlingame	Hermosa Beach	Palm Desert	Seal Beach
Calabasas	Highland	Palm Springs	Shafter
Camarillo	Hillsborough	Palo Alto	Solana Beach
Campbell	Indian Wells	Paramount	South Pasadena
Capitola	Irvine	Pasadena	Stanton
Carlsbad	La Canada Flintridge	Pico Rivera	Stockton
Ceres	La Palma	Pinole	Suisun City
Cerritos	La Puente	Placentia	Sunnyvale
Chino	La Quinta	Pleasant Hill	Temecula
Chula Vista	La Verne	Poway	Thousand Oaks
Claremont	Laguna Hills	Rancho Cucamonga	Torrance
Commerce	Laguna Niguel	Rancho Mirage	Tracy
Concord	Lake Elsinore	Rancho Palos Verdes	Tulare
Coronado	Lake Forest	Rancho Santa Margarita	Tustin
Costa Mesa	Lakewood	Redondo Beach	Vacaville
Cypress	Lancaster	Redwood City	Vista
Daly City	Lathrop	Rohnert Park	Walnut
Danville	Livermore	Rolling Hills Estates	West Sacramento
Diamond Bar	Lodi	Rosemead	Westminster
Dinuba	Long Beach	San Buenaventura	Woodland
Dublin	Los Alamitos	San Carlos	Yorba Linda
El Cajon	Los Gatos	San Diego	Yountville
El Cerrito	Manteca	San Fernando	Yuba City
El Monte	Menlo Park	San Gabriel	Yucca Valley
El Paso de Robles	Merced	San Jose	

Special Districts

Elk Grove Community Services District
 Fairfield-Suisun Sewer District
 Inland Empire Utilities District
Lake Arrowhead Community Svcs District
 Las Virgenes Municipal Water District
Long Beach Transit

Mesa Consolidated Water District
 Orange County Fire Authority
 Orange County Sanitation District
 Orange County Transportation Authority
 Orange County Water District
 San Diego County Water Authority

Santa Clara Valley Water District
 South Tahoe Public Utility District
Triunfo Sanitation District
Union Sanitary District
 Valley Center Municipal Water District
Ventura Regional Sanitation District

2002 CSMFO Budget Award Winners

Awards for Excellence in Budgeting Fiscal Year 2001-2002 Budget

(First-time winners are highlighted)

Operating Budget - Excellence

Central Coast Water Authority	Encinitas, Cardiff San. Dist.	Milpitas	Redondo Beach
Antioch	& San Dieguito Water	Mission Viejo	Roseville
Arroyo Grande	Dist.	Modesto	San Clemente
Burbank	Eureka	Monrovia	San Diego
Calabasas	Fairfield	Monterey	San Diego County Water
Camarillo	Gardena	Monterey Park	Authority
Campbell	Glendale	Morgan Hill	San Jose
Carlsbad	Glendora	Morro Bay	San Luis Obispo
Carpinteria	Half Moon Bay	Mountain View	Santa Ana
Ceres	Hayward	Murrieta	Santa Clara
Chula Vista	Highland	Novato	Santa Clara Valley Water
Concord	Hillsborough	Ontario	District
Costa Mesa	Irvine	Oroville	St. Helena
Culver City	Lancaster	Padre Dam MWD	Stanton
Cupertino	Las Virgenes MWD	Palmdale	Temecula
Davis	Lodi	Palo Alto	Tracy
Del Mar	Long Beach	Pleasanton	Valley Center MWD
Dinuba	Loomis	Rancho Mirage	Watsonville
El Cajon	Manhattan Beach	Redding	Yuba City

Operating Budget - Meritorious

Bell	Oakdale	Pismo Beach	Simi Valley
Hermosa Beach	Orange County Fire Auth.	Santa Clarita	Wasco
Inland Empire Utilities Agency	Palo Alto	Selma	

Capital Budget – Excellence

Burbank	El Cajon	Los Gatos	San Diego
Campbell	Emeryville	Manhattan Beach	Santa Clara
Concord	Fontana	Murietta	Temecula
Daly City		Padre Dam MWD	

Public Communications - Excellence

Camarillo (2 awards)	Costa Mesa	Monterey Park	San Diego
Carlsbad	El Cajon	Palo Alto (2 awards)	Santa Rosa

Public Communications – Meritorious

Fontana	Long Beach	Mountain View
Fountain Valley	Manhattan Beach	Padre Dam MWD

Innovation in Budgeting - Excellence

No awards given in this category this year.

Innovation in Budgeting - Meritorious

Palo Alto	San Diego
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Up the Ladder

ACCOUNTING MANAGER - City of Sacramento, CA. The City of Sacramento, California's Capitol community, is seeking an Accounting Manager. A full-service city serving a population of over 400,000, Sacramento has a FY01-02 annual budget of \$834 million and 4,556 full-time employees. Reporting to the Director, the Accounting Manager is one of five division managers in a newly formed Finance Department. The Manager is responsible for monitoring all disbursements and maintaining the financial records for all programs of the City and its related joint powers agencies; safeguarding City assets through the development & management of internal control systems; managing financial and compliance audits; and preparing related reports. Division resources include 25 professional and support staff. The ideal candidate will be a progressive leader able to collaborate and build consensus effectively with City staff. Candidates must be experienced local government accounting/finance professionals with excellent technical, people, organizational and supervisory skills, as well as experience with mainframe accounting systems. A Bachelor's degree in finance, accounting or related field is required; possession of CPA or related professional accounting credentials, or a Master's degree is desirable. For more information about the City see its web site at www.cityofsacramento.org. The current annual salary range for the position is \$53,120 - \$81,622. The City is concluding a major compensation study for management positions within the organization that may increase this salary range. The City also offers an attractive management benefit package. To be considered for this exceptional career opportunity, submit your resume and cover letter with three work-related references and current salary by Friday, March 8, 2002 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.

ACCOUNTANT II - City of Rialto, CA. Salary up to \$3,787/mo. DOQ. Performs prof acct duties, budget, & grant accts. Req.'s equiv. to BA degree in related field & 2 yrs of prof. accting exper. DEADLINE: 03/14/02 or until sufficient number of apps

rec. Contact for app: City of Rialto, 150 S. Palm Ave., Rialto, CA 92376. (909) 820-2540. EOE.

AUDIT & COMPLIANCE OFFICER. Join a great team of professionals in North San Diego County who can walk to the beach for lunch! North County Transit District is seeking an Audit & Compliance Officer with a salary of \$60,216-\$90,293 (DOE) to be responsible for ensuring the effective and efficient internal auditing and appropriate compliance with relevant local, State and Federal regulations and laws. Conducts financial, compliance and operational audits on departments, programs (including grants), procedures and systems Bachelor's Degree in Business, Accounting, or related field; and a minimum of seven (7) years financial and auditing experience (governmental preferred). Supervisory experience required. Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA) preferred. Valid Drivers License required. Please call (760) 967-2828 for a detailed job announcement and application package or visit us on the web at "gonctd.com". Initial screening of applications is Friday, March 1, 2002. NCTD is an Equal Employment Opportunity Employer.

ASSISTANT CONTROLLER. Join a great team of professionals in North San Diego County who can walk to the beach for lunch! North County Transit District is seeking an Assistant Controller with a salary of \$46,342-\$69,472 (DOE) to be responsible for ensuring the accuracy of the District's journal entries and general ledger; and to be knowledgeable of accounting principles, internal control practices and local, State and Federal laws and regulations relating to finance and accounting. Bachelor's Degree in accounting or related field; and a minimum of seven (7) years of accounting experience, including supervisory experience. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred. Valid Drivers License required. Please call (760) 967-2828 for a detailed job announcement and application package or visit us on the web at "gonctd.com". Initial screening of applications is Friday, March 1, 2002. NCTD is an Equal Employment Opportunity Employer.

DEPUTY FINANCE DIRECTOR. \$6546-\$7890. The Coachella Valley Water District, a large water agency near Palm Springs, CA, is seeking a Deputy Finance Department Director. Under direction from the Finance Director, assists in the day-to-day operation of the Finance Department. Performs a variety of specialized financial work related to the accounting, budgeting, taxing, and utility billing functions of the District. Requires Bachelor's Degree from an accredited college or university with major course work in accounting or a closely related field. Five years of progressively responsible experience in accounting, a portion of which involved supervising other professional staff is required. Experience in governmental accounting is highly desirable. Please send your resume to Coachella Valley Water District, P.O. Box 1058, Coachella, CA 92236, (760) 398-2661, ext. 103, fax: (760) 398-3711. EOE. Deadline for accepting applications: March 15, 2002.

FINANCIAL/BUDGET ANALYST III - Financial Management Division - Community Development Commission, County of Los Angeles (Monterey Park), CA. \$4331- \$5846/mo. Responsible for administrative, budgetary, and financial analyses, and assistance in internal control functions. BS in Accounting or Finance. Five years professional staff experience in program evaluation and accounting. Requires knowledge of accounting, budgeting, fund accounting, and automated financial systems. Job # 02-10D. Closes 3/8/02. Contact Community Development Commission, 2 Coral Circle, Monterey Park, CA 91755; Jobline (323) 890-7326; TTD/TTY (323) 890-8583 for required application materials. EOE. www.lacdc.org.

FINANCE SUPERVISOR - City of Santa Barbara, CA. Salary: \$49,012 - \$59,575 plus excellent benefits. Position reports to the Treasury Manager and supervises six staff. Position is responsible for the collection and recording of cash receipts, issuance of City licenses and permits, and billing of various taxes and assessments. The ideal candidate would have four years of increasingly responsible governmental experience including one year of supervisory or lead responsibility and a

(continued on next page)

President's Message *(cont'd from page 2)*

As we have experienced over the past 25 years, the upcoming year will again present challenges for all of us. The possibility of revenue takeaways, either this year or over the next two years, encourages us to sharpen our pencils and again put on our creative thinking caps to look for better, less expensive ways to provide services to our constituents. CSMFO continues to be committed to providing excellent, proven and cost effective training to its members and next year will be no exception.

Goals for 2002. The goals for this year can be divided into four areas: Membership Involvement, Advocacy, Special Districts, and Training and Career Development.

1. The first goal is to increase membership involvement in CSMFO by educating the membership about the roles of committees and the Board and by soliciting assistance in these areas by all who are interested. To that end, a well-attended special meeting was held at the conference to share information about the board and committees. In the year ahead, we will identify the impediments to voluntary participation and educate and work with chapter chairs to encourage more participation in CSMFO at the board and committee level.
2. The second goal is to be an advocate on financial issues. A task force was appointed and will be developing an advocacy policy for Board review and adoption.
3. The third goal is to confirm the involvement of Special Districts (which received an affirmative vote by the membership) and to clarify the needs and concerns of

Special Districts. A special meeting was held for special district conference attendees to discuss their needs and it was well attended. Eldon Boone, the Special District Liaison, will be providing information to the Board for review.

4. The fourth goal is to continue to provide training and career development through relevant, cost effective training opportunities for all members. This includes the Weekend Seminar, Annual Conference, Coaching Program, CFO Program, Intermediate Government Accounting, and Beginning Government Accounting. In addition, CSMFO will continue to provide GASB training as well as to identify and facilitate opportunities for members to access non-technical training. The last piece of this training block will include educating and informing members on performance measurement efforts and issues.

As you can see, we again have a very ambitious schedule ahead of us. We have set some major goals for the coming year, but I am very confident that, with the excellent resources we have in our organization, they will all be accomplished. I look forward to a productive, exciting, and enjoyable year ahead. In conclusion, I would like to thank all of you who volunteer your time to CSMFO, whether you are Board Members, Committee Members, Chapter Chairs or serve on the Annual Conference Host Committee. It is your tireless commitment to the organization that allows the CSMFO to be so successful. Thank you for entrusting me with the leadership of CSMFO in the coming year.

Up the Ladder

(cont'd from previous page)

Bachelor's degree with a concentration in accounting, business or related field. Applications and supplemental questionnaires must be submitted by 5:00 p.m. on March 18, 2002. For information, contact (805) 564-5316 or www.ci.santa-barbara.ca.us.

ACCOUNTANT – City of Patterson, CA. Salary \$2,955 - \$3592/mo plus excellent benefits. Perform professional accounting work, including bank reconciliations, prepare Budget Variance Reports to departments, assist in preparation of the Annual Budget, maintain journals and General Ledger, perform analytical analysis; prepare detail reports, as well as other duties as assigned by the Finance Director. Requires a Bachelor's degree in accounting or finance, with knowledge of principles and procedures of accounting, GAAP, and GASB. Knowledge in the use of computerized accounting systems, MS Excel, and Word required. Two years experience in a public agency and fund accounting is preferred. APPLY BY: 5:00 pm, Friday, March 22, 2002. Submit a City application and resume to: City of Patterson, P.O. Box 667, Patterson, CA 95363. Request for applications can be submitted online at cityfin@evansinet.com or by contacting the City Clerk at (209) 892-2041, ext. 109. EOE

ASSISTANT FINANCE DIRECTOR/CONTROLLER - South Pasadena, CA (Population 24,820). \$4,177 - \$5,598 per month, plus excellent benefits. South Pasadena is a beautiful, full-service city in the San Gabriel Valley with a budget of \$29 million. The City is proud of its high quality of life and its progressive municipal organization. The Department is seeking a well-qualified, hands-on individual to manage all aspects of the City's accounting operations and to assist with the administration and activities of the seven-member department. The accounting operations and related activities include general ledger, budget, grants administration, payroll, accounts payable and receivable, water utility, purchasing, treasury management, business and pet licensing, purchasing, and annual audit and reporting functions. Join a spirited Finance

(continued on next page)

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

Director in a smaller municipal organization where your work and initiative will make a difference in the lives of others. For more information, call the Personnel Dept. at (626) 403-7210. Applications are available on the City's website at www.ci.south-pasadena.ca.us or by calling the job hotline at (626) 403-7219. Please submit resume, cover letter, and City application to: Personnel Department, 1414 Mission Street, South Pasadena, CA 91030. Filing Deadline: April 25, 2002. EOE.

DIRECTOR OF FISCAL SERVICES - City of Santa Fe Springs, CA. Under general direction of the Director of Finance and Administrative Services, this position is responsible for supervising the accountant, account clerks, and the general clerical staff as related to the fiscal operations of the City and its related entities. Fiscal operations encompass accounting, accounts payable/receivable, water utility billing, payroll, business license and purchasing operations, and preparation of monthly and annual financial reports for federal, state and local requirements. This position functions as the City's budget officer and acts as the Assistant Treasurer. Considerable knowledge of principles and practices of government accounting and budgeting is required. This is a management level position and is part of the City's Management Team. A Bachelor's Degree with major course work in accounting and 5 yrs. experience are required; a Master's Degree or CPA Certificate is desirable. Salary range is \$5348-6624/month, plus excellent benefit package. Contact Personnel Services at 562/868-0511 for application and supplemental questionnaire, or the City's website: www.santafesprings.org. Apply by 4:00 p.m., Friday, March 22, 2002.

FINANCIAL ANALYST - Concord, CA. Starting Annual Salary up to \$79,520 and an employer paid deferred compensation contribution of 3% of annual salary. Plus relocation assistance and an opportunity to earn up to 12% in performance based annual incentives. The Financial Analyst will prepare, coordinate, and monitor the operating budget for the Police Department, which exceeds \$27 Million. This includes administering the department's Performance Based Budget

system; recommending financial policies, procedures, and corrective actions to address budget performance issues; and developing computerized financial reports. This position also controls inventory of department issued equipment and supplies and monitors requests for and facilitates repair and maintenance of department building and/or satellite offices. Works closely with the Captain of Administration and the Chief of Police. If you have a degree in Public or Business Administration, Accounting, or a related field (a Master's Degree is desirable), have experience working with multi-layered budgets and performing complex analyses and effectively communicating findings, and want to join an innovative, leading edge, successful, award winning, municipal

police department, you could be the person we're looking for. DEADLINE: 03/26/02. Supplemental Questionnaire Required. To apply, visit www.ci.concord.ca.us, e-mail hrdept@ci.concord.ca.us, or call the Job Hotline at (925) 671-3151. EOE

SENIOR ACCOUNTANT - City of San Mateo, CA. \$5,387-\$6,425/mo. Advanced journey level classification in the finance department that requires high technical & people skills. 4 yrs of recent, progressively responsible experience in the field of professional/government accounting. Equiv to BA in Accounting or Business Admin. For application call the Job Hotline (650) 522-7777 x 424 or visit our website at www.cityofsanmateo.org by closing date 3/15/02. EOE

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