

## President's Message

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

It's September – the month that signifies the return to school (parents are whooping with joy, kids are bemoaning the fact that summer was so short), the official end of summer, and the finalization of year-end closing. The bad news is we're well into the first quarter of our fiscal year and still waiting for a State budget to be adopted. The good news is, we've learned to be patient and we've come to realize that no matter how annoying it is that the State cannot seem to come to agreement regarding its budget, life goes on, and it could be worse!

### Reflection and Celebration.

September has also become a month of remembrance for all of us. As we reflect on the tragedy of September 11, 2001, we must also remember to celebrate the outstanding leadership and heroism demonstrated by Americans in response to this incredibly tragic event. Our lives as Americans have been forever changed. We are reminded of one of these changes each time we enter an airport and encounter the increased security and endless security lines, but we are grateful at the same time for the opportunities and responsibilities that come with living in this great nation.

**Congratulations** are in order to our newly elected President-Elect, Zane Johnston, Finance Director from the City of Tracy. We welcome him as

the newest member of our CSMFO Executive Committee. Zane has hit the ground running, so to speak, as he's already hard at work planning for the Annual Retreat in September.

**More Congratulations** are in order to Bob Locke, Finance and Administrative Services Director from the City of Mountain View. Bob was appointed by the Board to fill the remainder of Zane's term through 2003. We're excited and pleased to have Bob join us on the Board of Directors and look forward to his participation in governing CSMFO.

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## September 2002



### It will be here before you know it!

If you haven't already marked your calendar you better do it now for the 2003 CSMFO Annual Conference, scheduled for February 23-25, 2003 at the Double Tree Hotel in Sacramento – you won't want to miss it!!

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*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](http://www.csmfo.org) for the latest news!*

Attachments: CSMFO & You, GASB 34 Flier and Registration Form, USC Registration Form, Special Districts CAFR Award Application

## California Society of Municipal Finance Officers

### Officers and Directors

**President** Barbara Underwood, Vista  
**President-Elect** Zane Johnston, Tracy  
**Past President** Bill Statler, San Luis Obispo  
**Secretary/** Frances Medema, League  
**Treasurer** of California Cities

### Directors

Mark Alvarado, Monrovia  
 Dennis Danner, Newport Beach  
 Mike Dennis, Santa Monica  
 Robert Locke, Mountain View  
 Ken Nordhoff, San Rafael  
 Janet Salvetti, Stockton

### Special District Liaison

Eldon Boone, Vista Irrigation District

### Committees

#### Administration

Gary Hill, Lancaster  
 Richard Averett, San Carlos  
 Irwin Bornstein, Mission Viejo

#### Annual Seminar

Dennis Danner, Newport Beach  
 Don Rhoads, Monterey  
 Bill Statler, San Luis Obispo

#### Budgeting & Management Reporting

Joan Michaels, Burbank  
 David Cain, City of Chino  
 Valerie DePeel, City of Roseville  
 Anita Lawrence, Camarillo  
 Ivand Chand, Riverside Transportation  
 Commission

#### Career Development

Carolyn Dominguez, San Luis Obispo  
 Lisa Hildabrand, Carlsbad  
 Viki Copeland, Hermosa Beach  
 Ronnie Campbell, Lakewood  
 Mary Bradley, Sunnyvale

#### Debt, Retirement and Treasury

Bradley Grant, Merced  
 Barbara Hennessy, Long Beach  
 Howard Longballa, Alhambra

#### Intergovernmental Relations

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

#### Professional & Technical Standards

Bret Plumlee, El Segundo  
 Bill Thomas, Petaluma  
 Judy Lancaster, La Mirada  
 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

## E-Mail Evolution

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



E-mail was one tool used by the Attorney General of the State of New York to pursue allegations of conflicts at Merrill Lynch & Co. earlier this year, the Los Angeles Times recently reported. Turns out that internal e-mails were obtained from analysts making disparaging comments about companies they publicly recommended. Ouch. The firm was eventually persuaded to pay a \$100 million fine. What's worse is that additional fines are said to be pending with six of the largest securities firms because they apparently haven't saved all e-mail messages.

If you're reading this with pangs of guilt because you empty your deleted items folder more often than you floss before bed, you're not alone. We're often confused by the electronic age that's buzzing around us, and this e-mail business is, well, a new way to do business.

The legal environment regarding use of electronic mail is complicated, is evolving every day, and is, without the smallest doubt, miles beyond the reach of the humble Technology Corner. We know just enough to encourage you to seek legal advice for your e-questions.

A few odds and ends to contemplate:

- ☒ E-mail should never be considered private communication.
- ☒ The CSMFO e-mail group listserve is a powerful communicative tool that "links" hundreds of desktops throughout the state. The listserve, however, is open to subscribers beyond local government. Take great care with surveys or information that might be otherwise considered confidential.
- ☒ E-mail is increasing being used as support evidence for internal investigations and disciplinary actions.
- ☒ When you're pondering a CSMFO listserve communication, check the resource room of the website before asking the membership. Material is being added to the website every day.
- ☒ Give thought to your boundaries regarding e-humor (a growing industry if there ever was one) and personal e-mail at the office.
- ☒ Delete does not mean done for. Deleted e-mail remains in the computer until the space it occupies is overwritten. This is true for all servers the e-mail passes through.
- ☒ E-mail can unwittingly result in awkward Brown Act violations within your commissions and committees.
- ☒ Stay in-the-know about the latest e-mail virus profiles (another growing industry).
- ☒ Try putting e-communications aside in draft form and reflect before sending. The light speed of e-mail communication can seduce us into a ready-fire-aim mentality.

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## Chapter Corner: Central Valley

John French, Administrative Services Director, City of Atwater

The Central Valley chapter includes thirty cities located in seven counties. It starts from Galt in Sacramento County in the north, and stretches to Merced County in the south, and includes the foothill counties of Amador and Tuolumne in the east. Our members represent mountain communities, valley towns, and several fair sized cities. With such a diverse membership, our meeting topics are varied, and cover many issues that face growing cities. Our meeting locations tend to move around, too, in fairness to our more remote members. Past meeting topics this year included Internal Audit Departments in Small Cities, Initiating Positive Pay banking, and a tour of an historic old home that had been turned into a museum by one of our member cities. We meet over lunch on the third Thursday of every odd numbered month (just to confuse people), and our next meeting will be hosted by the City of Tracy on September 19th. We welcome all to attend. If you want to be on our email list for meeting bulletins, please let me know.

## CSMFO Weekend Training Workshop

This year' CSMFO Weekend Training Workshop will be held on November 15-17 at the Hilton Pleasanton @ the Club in Pleasanton, CA. Another exciting workshop has been planned, and spaces are limited. Specific workshop information and registration forms will be available on the CSMFO Website later this month and with the upcoming issue of CSMFO Mini-News. Advance reservation requests will be accepted by contacting Mark Uribe (714) 379-9222.

## CSMFO Chapter Chairs

Chapter Assistant - Tawni Escudero, League of California Cities 916/658-8210 or tescudero@cacities.org

<b>Chapter</b>	<b>Chairperson</b>	<b>Telephone</b>	<b>Email Address</b>
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	Lisa Strong	909/350-7671	lstrong@fontana.org
Monterey Bay	Marc Pimentel	831/646-3947	pimentel@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

## Special Districts Outstanding Financial Awards Program for Fiscal Year 2001-2001

For the third year in a row, a Special Districts Outstanding Financial Reporting Awards Program is being offered to all CSMFO Special District members for Comprehensive Annual Financial Reports (CAFRs) for Fiscal Year ended June 30, 2002. This is an excellent opportunity to submit your CAFR to the program and be recognized for your dedication to financial management and be considered for a Certificate of Award for Outstanding Financial Reporting. It is also an excellent opportunity to have your report reviewed by your peers in order to receive valuable expertise and feedback. The program is available to all CSMFO members. Component units are not eligible. The cost to submit your document is \$25. This nominal fee will offset the costs incurred to administer the program. Deadline for submittal is DECEMBER 10, 2002. The application form and application supplement are provided as an attachment to the MiniNews. In addition, the application materials are now available on the CSMFO web-site at [www.csmfo.org](http://www.csmfo.org) and are available electronically by contacting the address below.

In order to continue to make this program a success, we need your help as a Special District CAFR Reviewer. Last year, 21 special districts received this prestigious award and 19 reviewers volunteered their valuable time to support the program. Please consider sharing your expertise and time by participating as a reviewer. You are CSMFO's greatest resource! If you are interested in volunteering to be a reviewer, please contact:

Karen P. Brust, Vice-Chair, Professional and Technical Standards Committee  
San Diego County Water Authority  
4677 Overland Avenue  
San Diego, CA 92123  
(858) 522-6671/Fax (858) 522-6561  
[kbrust@sdewa.org](mailto:kbrust@sdewa.org)

If you have any questions regarding this program, please contact me directly. Your support by participating and/or volunteering your time will ensure continued success to this program. Good Luck and thank you, in advance, for all of your support!

### MARK YOUR CALENDARS



**GASB 34 Training**  
October 14-16, 2002  
Sunnyvale, California

January 2003  
TBA

**Leadership-USC**  
October 24-25, 2002  
Sacramento, California

**Annual Conference**  
February 23-25, 2003  
Sacramento, California

**League of California Citites**  
Financial Management Seminar  
December 11-13, 2002  
Monterey, California

Please visit [www.csmfo.org](http://www.csmfo.org)  
for more information.

## Welcome New Members



**Gregory Baird**  
Deputy Finance Director  
City of Modesto  
PO Box 642  
Modesto, CA 95353  
209/577-5458  
209/571-5880 fax  
[gbaird@modestogov.com](mailto:gbaird@modestogov.com)

**Barbara Gray**  
Accountant  
City of Patterson  
PO Box 667  
Patterson, CA 93563  
209/892-2041  
209/892-6119 fax

**Lisa Terk**  
Associate Vice President  
Redwood Securities Group  
600 California Street, Suite 520  
San Francisco, CA 94108  
415/352-3722  
415/352-3701 fax  
[lterk@redsec.com](mailto:lterk@redsec.com)

**Frank Vukmanic**  
President and CEO  
At-Sinc  
1623 Dawnview Drive  
Brentwood, CA 94513  
925/240-6620  
925/240-6621 fax  
[fvukmanic@at-sinc.com](mailto:fvukmanic@at-sinc.com)

**Wayne Xie**  
President  
DigiCentrury  
148 Marilyn Drive  
Milpitas, CA 95035  
408/586-9872  
775/218-9391 fax  
[waynex@digicentury.com](mailto:waynex@digicentury.com)



## Policy Committee Reports

### Transportation, Communication & Public Works Policy Committee

Lisa Hildabrand, Carlsbad  
2002 CSMFO Representative  
August 2002

The meeting began with an update on bills on which the committee had previously taken positions. The League has taken a neutral position SB 1918, which defines Electric Personal Assistive Mobility Devices as pedestrians within the vehicle code, however Oakland and San Jose remain opposed.

The committee is recommending two resolutions for the annual conference. One of them encourages cities, the State and the PUC to develop plans for the undergrounding of overhead utility lines and to investigate new methods of financing the conversions including using Rule 20A funds and bond financing. The other resolution supports efforts of locally elected officials to identify measures which would allow local agencies greater authority and jurisdiction when setting speed limits on urban arterial roadways.

The next part of the meeting was about Alternative Transportation. Renee Kemena, from the California Air Resources Board provided the committee with an overview of the current alternative fuel options including CNG, LNG, LPG, Hydrogen and electricity. Primary funding for cities comes from the California Mitigation and Air Quality Improvement Program (the website is <http://www.fhwa.dot.gov/environment/cmaqps>.) Other funding opportunities come from the Carl Moyer Program run by the California Air Resources Board (website: <http://www.fhwa.dot.gov/environment/cmaqps>), the lower-emission school bus program, Proposition 40, and the motor vehicle registration fee program (AB 2766).

Renee concluded by saying that alternative fueled vehicles are available to fill most city needs, and that the engines have proven themselves safe and reliable. If you have any questions regarding the various programs and funding options, you should contact your local air district.

Next was an update on the National League of Cities' TIS Committee & TEA-21 Reauthorization Task Force. The goals of the group have changed drastically since September 11, 2001. The committee is now focusing on four primary subjects: a sustainable federal funding program for Amtrak, aviation security, surface transportation security and the reauthorization of TEA-21.

The final item of business was an update by Frances Medema, League Staff on the Pacific Gas & Electric Franchise Task Force. She informed the committee that there are currently two reorganization plans before PG&E's creditors, one by PG&E and one by the California Public Utilities Commission. PG&E has moved forward with the belief that their plan will be approved later this year. Their plan would require separating the transmission and sourcing groups of the company. Because the transmission would be separated, PG&E has submitted franchise applications for the new entities. In response, the League put together a task force, which has submitted a number of questions to PG&E. The responses are posted on the League's website. The task force and League are requesting that cities do not take action on the franchise applications until the task force completes their work. If you have any questions regarding the work of the task force, please contact Frances Medema.

### Public Safety Committee

Mary Jo Walker, Santa Clara, and  
Helen Bell, Orange

At the August meeting, the Committee began by reviewing two resolutions that will be presented at the annual League

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## Budget Awards Program



The first Budget Awards Program deadline of August 30 has passed, and the next phase is upon us. The awards application fee is \$50 if received by September 28. Thereafter, until November 1, the awards application fee will be \$100. For those jurisdictions that may still be putting together their budget – remember one special recognition award will be given for the best budget cover.

A list has been put together relating to recent awards given in the "Innovation in Budgeting" Category. This list can be e-mailed to you, or it has been submitted to Tawni in CSMFO Member Services to be posted to the CSMFO website for reference.

Earlier this year an e-mail had circulated to CSMFO members to garner interest in conducting budget reviewer training. There was some response, and an attempt was made to schedule in early September, but most members schedules did not work since the auditors have arrived. One thought shared with some members – possibly arranging a series of conference calls with small groups of members. It would be envisioned as following along with the Powerpoint presentation and allow for questions. If there is member interest contact Joan Michaels at [jmichaels@ci.burbank.ca.us](mailto:jmichaels@ci.burbank.ca.us) or (818) 238-5480.

## Annual Conference

(continued from page 1)

THE CAPITOL CONNECTION is the conference theme with a focus on the process and effect of legislative activities at the Capitol on municipal finances. One highlight of the conference will include an 'insider' briefing and tour of the Capitol. We are lining up key legislators and capital insiders to tell you about how things really work inside California's capital. Attendance will be limited, with signups on a first-come-first-serve basis, so register early to reserve your space!

In addition to the Capitol Program we will be offering a comprehensive Investment Program. Other conference highlights to date include keynote speaker, Elizabeth Hill, State Legislative Analyst as well as comedian Jim Pelley. There will also be opportunities to have fun and socialize at a golf tournament, the opening reception and on Monday night - a Mardi Gras Party!

Watch for more updates about THE CAPITOL CONNECTION in future editions of the Mini-news. Registration materials will be mailed in early November, so keep an eye out for the packet – you won't want to miss the 2003 CSMFO Conference!

## New Finance Director for the City of Davis



On July 29 Robert Sousa began working as Davis' new Finance Director. Sousa has been overseeing city operations for Suisun City, including the finance division. From 1991 to 1998 he was Finance Director for the City of Fortuna.

Congratulations Robert Sousa!

## Request for FY 2001-2002 CAFR Reviewers

Bill Thomas – Vice Chair, Professional & Technical Standards Committee  
Finance Director/Treasurer, City of Petaluma

It is that time of year when we are beginning the planning for the review of the Comprehensive Annual Financial Reports (CAFR) by agencies to the CSMFO Financial Reporting Awards Program. As the Vice-Chair of the Professional and Technical Standards Committee, I am requesting your assistance in review a CAFR (or two). This is an excellent opportunity to get involved in the CSMFO for the first time or to continue your ongoing support of the CSMFO.

In mid-December 2002, the FY 2001-2002 CAFR's will be distributed for review along with comments from the prior year submission. Also included will be the review checklist and the application supplement.

If your City or organization has received the CSMFO Financial Report Award you are encouraged to volunteer at least one reviewer of the program. If you have a preference to review more than one CAFR, please also indicate that to us.

This is a great way to get involved in the CSMFO organization, and there is no limit on how many reviewers will be allowed to participate in the program. We received interest from many people last year after the review process was complete that wanted to participate as a reviewer this fiscal year, and this is now your chance.

If you are able to participate this year as a reviewer, please email [bthomas@ci.petaluma.ca.us](mailto:bthomas@ci.petaluma.ca.us) or [cjones@ci.petaluma.ca.us](mailto:cjones@ci.petaluma.ca.us). You can also call Bill Thomas at (707) 778-4323 or Chris Jones at (707) 778-4433.

For those of you that participated last year, you will or already have received a letter from us requesting your ongoing participation as a reviewer.

Once again, thanks to all who have participated in this program in the past and welcome to all of the new reviewers that will sign up this year to participate as first-time reviewers. From the members of the Professional and Technical Standards Committee, we would like to acknowledge all members who assist us in the CAFR awards program.

## Policy Committee Reports

(cont'd from page 5)

conference in October. Resolution #5 relating to a Citizen Corporation recommends that the League support the initiation and expansion of local volunteer programs as a means of maximizing public safety. Resolution #8 relating to Mexico's Extradition Policy recommends that the extradition treaty be revised to resolve the critical issue of extradition of those suspected of committing serious and violent crimes in the United States. Margaret Clark and Joe Vasquez, from Rosemead, and Jan Maurizi from the Los Angeles County District Attorney's Office each provided background related to Resolution #8. Both resolutions were approved without amendment.

Lawrence Brown, Executive Director, California District Attorneys Association, spoke to the Committee about the effectiveness of California's "Three-Strikes" law, and his organization's involvement in its evolution. Mr. Brown noted that there has been a decrease in crime since passage of three-strikes in 1994. While he recognizes the fact that this decrease is not due solely to three-strikes, the punishment scheme is very much on the minds of would-be criminals. Mr. Brown also mentioned that the prison population has not ballooned like the opponents of three-strikes had envisioned it would. One cause of this constant population is believed to be the discretion that District Attorneys have in determining the crime for which an individual will be prosecuted. Mr. Brown asked Committee members to support the Three-Strikes law in their communities.

### Administrative Services Policy Committee

Robert J. Franz, Director of Finance & Administrative Services, City of Glendale

The primary business of the Committee at this regular meeting was the review of annual conference resolutions to be considered at the October League Conference. The Committee recommends approval of two resolutions initiated by the League Board. One increases the number of City officials serving on the Board of Directors for the League. The second resolution would increase (by 2) the membership on Policy Committees. These 2 changes, if approved in October, would address under representation issues.

Two other resolutions are not recommended by the Committee on the basis that they were not appropriate policy issues for the League. These resolutions deal with zip codes within Cities and legislative term limits for members of the Assembly and Senate.

### CSMFO MiniNews



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Sacramento, CA 95814  
Contact: Tawni Escudero  
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Fax: 916/658-8240  
Email: [tescudero@cacities.org](mailto:tescudero@cacities.org)

## President's Message

(cont'd from page 1)

**Speaking of the Retreat**, the Board and Committees of CSMFO will be meeting on September 27<sup>th</sup> to review this year's goals and accomplishments and then strategically plan what our organization will undertake in the year ahead. President-Elect, Zane Johnston, will be leading the group with the help of facilitator Don Maruska, as we look to the future of CSMFO. The Board is charged with not only deciding where we are going as an organization but also what are the specific objectives that need to be enacted in order to reach our goals. Then, of course, we must keep resources in mind and make sure that our resources are sufficient to reach the goals we have set. Monetary as well as human resources must be considered. In an organization such as CSMFO, we are dependent upon our volunteer members to undertake and complete the goals set for the organization. Without the countless hours our many volunteers give to CSMFO, we would be unable to undertake and achieve the successes we have enjoyed over the past years. This year we've focused, among other things, on membership involvement, the assimilation of Special Districts into CSMFO, and continued GASB training as well as many other training and career development programs. As I mentioned in my last message, we welcome your suggestions regarding where you would like to see the CSMFO heading in 2003 and beyond. I encourage you to e-mail me at [bunderwood@ci.vista.ca.us](mailto:bunderwood@ci.vista.ca.us) or Zane Johnston at [zanej@ci.tracy.ca.us](mailto:zanej@ci.tracy.ca.us) with your suggestions for issues to be discussed at the Annual Retreat. I look forward to sharing the results of the Retreat in next month's newsletter.

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## Chapter Meetings



**North Coast Chapter**  
Jim McAdler, Chapter Chair,  
Administrative Services Director,  
Town of Windsor

**Date:** Wednesday,  
September 25, 2002  
**Time:** 8:00-9:30am  
**Place:** Santa Rosa City Hall Annex  
Second floor conference room  
90 Santa Rosa Avenue, in  
Santa Rosa, CA  
**Cost:** \$3.00 per person. Refreshments  
will be served.

**Peninsula Chapter**  
Thomas Fil, Chapter Chair,  
Director, City of Belmont

**Date:** Friday, October 4, 2002  
**Time:** 11:15am-2:30pm  
**Place:** Foster City Recreation Center  
650 Shell Blvd.  
Foster City, CA 94404  
650/286-3200  
**Topic:** Financial Crimes- Internet,  
Fraud & Counterfeiting  
**Spkr:** Secret Service, U.S.  
Department of the Treasury  
**Menu:** Lasagna Lunch Buffet  
(Choice of meat or vegetarian  
lasagna, served iwth Ceasar  
sald and Frenc bread with  
butter).  
**Cost:** \$25.00 per person (makes  
checks payable to City of  
Belmont).  
**RSVP:** Please confirm your  
attendance by calling Nicole  
Bertelsen of the City of  
Blemont at 650/595-7433, or  
by email  
[nbertelsen@ci.belmont.ca.us](mailto:nbertelsen@ci.belmont.ca.us).  
RSVP by September 23, 2002  
at 5:00pm (noshows may be  
billed).

**Inland Empire Chapter**  
Lisa Strong, Chapter Chair,  
Deputy Management Services  
Director, City of Fontana

**Date:** Thursday, September 19, 2002  
**Time:** 11:30 a.m. to 1:00 p.m.  
**Place:** Cask N' Cleaver  
1333 University Avenue  
Riverside, CA 92507  
**Topic:** How Should the Performance  
of Public Funds be Measured  
and Evaluated?  
**Menu:** Choice of chicken, top sirloin  
or fish.  
**Cost:** \$17.00 per person - checks  
payable to Cask N' Cleaver.  
**RSVP:** Please make your reservation  
with Amy Colbrunn at  
909/350-7695 or  
[acolbrunn@fontana.org](mailto:acolbrunn@fontana.org)  
by September 12, 2002

**Central Valley Chapter**  
John French, Chapter Chair,  
Administrative Services Director,  
Ctiy of Atwater

**Date:** Thursday, September 19, 2002  
**Time:** 12:00 Noon  
**Place:** Tracy Sports Complex  
955 Crossroads Drive (corner  
of Crossroads and W.11th St.)  
**Topic:** Out of Control Health  
Insurance Rates  
**RSVP:** For registration and lunch  
reservations including costs,  
contact Linda Dasse at 209/  
831-4129

**Coachella Valley Chapter**  
Duane Bambusch,  
Chapter Chair, Accountant, City  
of Indian Wells

**Date:** Monday, September 16, 2002  
**Time:** 12:00 Noon  
**Place:** Desert Willow Golf Resort  
Clubhouse  
38-995 Desert Willow Drive  
Palm Desert, CA  
**Spkr:** Bob Williams, Senior Vice  
President, RBC Dain  
Rauscher  
John Knox, Partner, Orrick  
Herrington & Sutcliff  
Scott Koppel, COnsultant,  
MuniFinancial  
**Topic:** "Statewide Community  
Infrastructure Program"  
This is a new program  
offered by California  
communities and involves the  
financing of development  
impact fees owed to the city.  
**Menu:** Choice of Cobb Salad,  
Intrawest Ceaser Club  
Sandwich, Calssic Burger or  
Chef's Hot Pastrami Melt.  
All meals will include drinks  
and New York Cheesecake.  
**Cost:** \$15.00 per person  
**RSVP:** Call 760/346-0611 ext.320 by  
September 9, 2002

**Central Coast Chapter**  
Rachelle Rickard, Chapter Chair,  
Administrative Services Director,  
City of Atascadero

**Date:** Thursday, September 12, 2002  
**Time:** 12:00 Noon  
**Place:** Rosa's Italian Restaurant  
Pismo Beach, CA  
**Cost:** Price of each member's meal  
and Rosa's will provide  
separate checks for each  
member attending.



## Up the Ladder

**ACCOUNTANT**-City of Chico, CA. Salary: \$58,404-\$81,990/year with Merit Range Maximum to \$98,388/year. Chico is located 90 miles north of Sacramento, CA. Position focuses on Revenue and Receivables and supervises staff. Looking for a candidate who has strong interpersonal skills; can handle multiple projects concurrently; is a motivational leader; can perform professional, management and technical accounting functions; and is a problem solver, team player and innovative thinker. Requires equivalent to a BA/BS with major course work in accounting or closely related field. Three years of progressively responsible accounting experience including supervisory experience. Contact: City of Chico Job Hotline 530/895-4824 or visit our Website: [www.ci.chico.ca.us](http://www.ci.chico.ca.us). Final filing date: September 20, 2002. Equal Opportunity Employer.

**ACCOUNTANT I**-City of Rocklin, CA is seeking a responsible and professional individual with excellent accounting skills for the position of Accountant I in the Finance Division of the Administrative Services Department. Salary range: \$3,121 - \$3,794/Mo. (exc. benefits). The primary role will be to perform responsible professional accounting, administrative and technical support relative to the planning, organizing and coordination of assigned activities. Requires: Equiv. to a Bachelor's degree with major coursework in accounting or closely related field. App. Deadline: First 75 applications or September 20, 2002, whichever occurs first. City App and proof of education required. For

application packet: [www.ci.rocklin.ca.us](http://www.ci.rocklin.ca.us). or (916) 632-5500. EOE

**ACCOUNTANT II** - Salary \$3,848 - \$4,677/mo plus excellent benefits. Seeking an Accountant II to prepare a variety of financial analyses, reports, and statements and verify financial documents and reports; develop and implement complex accounting systems modifications. Requires Bachelor's degree with major course work in accounting or a closely related field and two years of professional accounting experience. For more information contact City of Vacaville, HR Div., (707) 449-5303; [www.ci.vacaville.ca.us](http://www.ci.vacaville.ca.us), Deadline: 10/25/02.

**CHIEF FINANCIAL OFFICER** - East Bay Regional Park District (Oakland, CA). \$93,267-\$118,996.80/annum. CFO will report to the GM and work closely with Board of Directors in providing oversight for Finance and Accounting Activities. Familiarity with public sector finance and accounting principles including GASB 34 is essential. Other requirements include a BA/BS in Finance, Accounting, or related field, eight years professional experience in Finance/Accounting, and two years in a high-level financial management position. A CPA is highly desired. Submit cover letter, resume, salary history and three work-related references to Kenzo Kimura, Avery Associates, 3 1/2 N. Santa Cruz Ave Suite A, Los Gatos, CA 95030, 408-399-4424, or send to [jobs@averyassoc.net](mailto:jobs@averyassoc.net). Final filing date is September 27, 2002. A formal position announcement is available upon request.

**DEPUTY CITY TREASURER**-City of Glendale (\$4,422-\$5,480). This mid-manager position assists in directing the activities of the City Treasurer's office by making decisions involving office management. Duties include assisting the City Treasurer in making cash mgmt and investment decisions relative to City funds, and monitoring portfolios to ensure compliance with the City's investment policy. Requires a Bachelor's degree in finance, accounting, business admin or a closely related field & two years exp. in a municipal City Treasurer's office, or equivalent experience, involving office management, financial record keeping and supervision of other staff. Apply ASAP. Recruitment may close at any time. Application and detailed job description available at [www.ci.glendale.ca.us](http://www.ci.glendale.ca.us) or at City of Glendale, Personnel Division, 613 E. Broadway, Room 100, Glendale, CA 91206. Phone (818) 548-2110.

**FINANCE ANALYST** - City of Irwindale, CA. Salary: \$3,248-\$4,178/mo; 2 1/2% bilingual pay; plus excellent benefits including City paid member contribution to PERS for the 2% at 55 formula and the PARS 1% supplemental retirement benefit; 100% insurance benefits for employees and dependents; 38 hour work week (paid for 40 hours). Education/Experience: Graduation form accredited college with Bachelor's Degree in accounting or business administration; and three years experience. Apply to City of Irwindale, Personnel Office, 5050 N. Irwindale Ave., Irwindale, CA 91706, by 6PM, August 29, 2002. (626) 430-2204.

(continued on next page)

## Up the Ladder

(cont'd from pg 9)

**FINANCE DIVISION MAN-  
AGER** – City of Monrovia, CA (Sal: \$5,484-\$7,129/mo., plus excellent benefit pkg.) Organize, manage & supervise City accounting, auditing, accounts payable/receivable, cash collection, general ledger, utility billing, payroll, purchase order & data processing functions; assist in planning, development & control of City budget. Requires equivalent to graduation from an accredited 4-year college/university with major course work in accounting and five-years of progressively responsible professional experience in local governmental accounting & finance, including 3 years in supervisory capacity; CPA highly desirable. Call for applic. (626) 932-5592, ext. 2701 or website (ci.monrovia.ca.us; city hall; employment opportunities). City of Monrovia, Human Resources Department, 415 S. Ivy Avenue, Monrovia, CA 91016. E.O.E. Closes: 9/30/02 @ 6pm.

**FINANCE MANAGER** - Chino Valley Independent Fire District, 2005 Grand Ave, Chino Hills, CA 91710, Interim position, \$30 - \$40 hr.. Responsible for financial aspects of District. Supervision of finance staff. Requirements: Bachelor's in Public or Business Administration, Finance, Accounting or related field. Final filing date: Friday, September 20, 2002 at 5:00 p.m. Must complete a Fire District application. Contact 909-902-5260 for application and flyer. Flyer available on website at [www.ChinoValleyFire.org](http://www.ChinoValleyFire.org).

**FINANCE TECHNICIAN** – City of Irwindale, CA. Salary: \$2,537 - \$3,084/mo; 2 ½% bilingual pay; plus excellent benefits including City paid member contribution to PERS for the 2% at 55 formula and the PARS 1% supplemental retirement benefit; 100% insurance benefits for employees and dependents; 38 hour work week (paid for 40 hours). Education/Experience: High School Diploma or G.E.D., supplemented by college level coursework in basic accounting or finance; and one year of experience in accounting or related field. Apply to City of Irwindale, Personnel Office, 5050 N. Irwindale Ave., Irwindale, CA 91706, by 6PM, August 29, 2002. (626) 430-2204.



### How Can I Advertise?

Email your classified job ad to Tawni Escudero at [tescudero@cacities.org](mailto:tescudero@cacities.org) (rich text or plain text format only). The charge to advertise is \$8.00 per 40-character line. Please also include billing information, or indicate if you wish to pay via credit card. Ads must be received by the 25th of each month for the next month's insertion.

## Email Evolution

(cont'd from page 2)



- ☒ E-mail is a records management issue for your desktop, your department, and your organization.
- ☒ E-mail is not a license to misspell. Activate your automatic spell checking features to avoid embarrassing typos.
- ☒ Do a sanity check before sending a "blind" copy. Ask yourself, "Am I violating someone by sending a copy without the recipient's knowledge?"
- ☒ E-mail should never be considered private communication. (Yeah, we said it twice).

Hope this helps. And keep flossing.

## UCR Extension Fall Quarter Class

For information contact Universtiy of California, Riverside Extension at (909)787-4111 or check out our web site: [www.UCRExtension.net](http://www.UCRExtension.net)

September 18-December 11, 2002  
Accounting for Governmental and Nonprofit Organizations I, Riverside, California, Wednesdays, 6:30-9:30pm, Fee: \$345. An introduction to the characteristics of governmental and nonprofit accounting emphasizing the various fund types and account groups.

## President's Message

(cont'd from pg 7)

**Are you interested?** It's time to begin the process of nominating members for the positions of President-Elect (south) and two Board members (one from the north and one from the south). To that end, I will be forming a Nominating Committee in the near future to perform this task. Candidates for CSMFO President-Elect and the Board of Directors are nominated by an eight-member committee appointed by the President. The President serves as the committee chair along with the other seven members, which include the Past President, President-Elect, one current or past Board member, one Chapter Chair, one Committee Chair or Vice-Chair, and two active members from the membership at large.

What does the Committee do? The nominating committee has two key functions: soliciting interested candidates and nominating candidates for election by the membership in November. In addition, within the general direction provided in the CSMFO *By-Laws and Policies and Procedures*, the Committee coordinates the nomination process such as setting due dates and general ground rules for considering candidate nominations.

Are you interested in serving on the Nominating Committee as an at-large member? If you answered yes to this question, please contact me, Barbara Underwood, CSMFO President, by September 16, 2002 (Telephone: 760-726-1340, extension 1021 or Email: [bunderwood@ci.vista.ca.us](mailto:bunderwood@ci.vista.ca.us)). There are no specific requirements for serving on the Nominating Committee, other than being an Active Member and possessing a strong interest in helping govern CSMFO. Members of the Nominating Commit-

tee, however, will not be considered as candidates for election. Please call me for more information about the nomination and election process.

**CSMFO AND YOU.** I hope you'll have time to read the information attached to this Mini-News explaining what CSMFO is all about and how you can participate at many different levels. This short synopsis about the CSMFO is intended to provide information and hopefully peak your interest in volunteering to participate in the organization. I have found that giving back to an organization I believe in provides endless satisfaction for me – I think this is especially true for my involvement in CSMFO. So I encourage you to think about volunteering to serve on the Nominating Committee or one of the other standing committees, or perhaps throwing your hat in the ring to serve as a Board Member or officer. I look forward to hearing from you soon.

**In Closing - - A Moment of Silence.** President Bush said on December 11, 2001, "A great writer has said that the struggle of humanity against tyranny is the struggle of memory against forgetting. In time, perhaps we will mark the memory of September the 11<sup>th</sup> in stone and metal - - something we can show children as yet unborn to help them understand what happened on this minute and on this day. Those of us who lived through 9-11 will always remember where we were and how we felt. We will remember the dead and what we owe them and we'll remember what we lost and what we found." Please join me in a moment of silence to honor those who sacrificed their lives and to all the heroes that responded on that fateful day.

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