

President's Message

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

Happy Fall to All. Although I am basically a summer person, that is I really enjoy the warmth and brightness of the summer sunshine, I must admit that fall is a nice change of pace. The changing of the leaves (although in San Diego we don't see too much of that) and the crisp cool nights are a reminder that winter is on its way. Winter, of course, is supposed to be a slower time of year but for those of us in the municipal finance world, it is a very busy time of the year. We're scrambling to finish our audits and put the finishing touches on our financial statements or CAFR's so that we can submit the document to the CSMFO and/or GFOA for the award certificate. This year is an even bigger challenge for many entities as statements are prepared to meet the criteria imposed by GASB 34. I wish you all luck in finishing your CAFR's and submitting in time for the award.

CSMFO Goal Setting Retreat. As I mentioned in last month's MiniNews, the CSMFO Board and Committee members met in Lake Tahoe for the annual Goal Setting Retreat on September 27th. Amidst the busy schedules of all, 32 of us, representing a broad range of cities and districts, met to set goals for the upcoming CSMFO year.

Goal setting is something we've all been exposed to at various seminars and most of us utilize some type of goal setting process at our cities, within our departments and in our own lives as well. It's no secret that if you don't know where you're going, your chances of reaching your destination are probably very slim. The purpose of the CSMFO Retreat was to set aside a day for brainstorming,

strategizing, and deciding where CSMFO was headed and what path we would take in 2003.

What always amazes me is that CSMFO is not only extremely successful year after year in setting realistic goals but is also very successful in attaining the goals that are set. What makes that happen is the dedication and hard work of many of our members. Over the years the Board has made a concerted effort to encourage members to give of their time and volunteer for committees and to stand for election to the Board. Our organization has been very fortunate that volunteers have stepped up to the plate and accepted the responsibility to accomplish many different goals.

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November 2002



You've heard about 'the check is in the mail'? Well in this case, your registration packet for the CSMFO Annual Conference is in the mail! All CSMFO members will receive a packet in early November. Very soon you can also access registration information via the CSMFO website at www.csmfo.org.

THE CAPITAL CONNECTION is the theme of the conference scheduled for February 23-25, 2003 at the Double Tree

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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 for the latest news!

Attachments: GASB 34 Flyer and Registration Form

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

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 Mike Dennis, Santa Monica
 Robert Locke, Mountain View
 Ken Nordhoff, San Rafael
 Janet Salvetti, Stockton

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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

Technology Corner

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

Employer Provided PCs For "At Home" Employees

Employer provided PCs have every appearance of a win-win proposition: employer earns goodwill and possible increased productivity from employees who work at home; employees gain access to a PC at home. But it is important to think about the potential risks before implementing such a work program.

Privacy Issues - Some employers opt to monitor employee's files, email and hard drives to ensure that computers are used only for authorized purposes. The employer's needs may directly conflict with the employee's right to privacy, not to mention the privacy rights of other members of the household who use the computer.

Liability Concerns - Hourly employees that work at home may be eligible for overtime under the Fair Labor Standards Act. A determining factor is the "reason" for the employer provided PC. If the employer expects an employee to use the computer to work at home, then those hours must be factored into the employee's pay.

Also, an employer may be held liable for any injury received while working at home. The US Labor Department has exempted home offices from job safety inspections. However, state labor laws may require employer's to provide a safe workplace, even if that is someone's home.



Security of Information - Employees may store work related confidential information, such as access codes or evaluations, on their computers. Friends and family members may have access to the computer. If confidentiality is compromised an employer may face a security risk (i.e., passwords, remote access, internal documents being obtained by unauthorized personnel).

It goes without saying that employers should carefully consider both the risks and the benefits of employer-provided PC's. Consider the following items for your written policies and procedures:

- ☐ Access to employee files and messages for legitimate business reasons.
- ☐ The level of privacy for computer files and emails. Review labor agreements and personnel manuals to determine limitations on employee monitoring
- ☐ Allowed uses by non-employees, including other members of the household and friends.
- ☐ Permitted use of email (both business and personal).
- ☐ Safe keeping of equipment while in employee possession.
- ☐ Installation of unauthorized software and/or hardware.
- ☐ Information systems support.
- ☐ Return of property at employment separation.



Editor's Note



The MiniNews plans to add a new feature to the monthly newsletter by creating a column for articles from our commercial members that will be of interest to all CSMFO members. These articles are meant to inform municipal finance officials about issues, opportunities and concerns that may impact their local agency or California municipal finance as a whole. The articles should not be used to promote a product or service and will be subject to editorial review. Questions and articles may be sent to Frances Medema at medemaf@cacities.org or to the CSMFO office at 1400 K Street, Suite 400, Sacramento, CA 95814. Thanks to Dari Brazel for proposing an article and kicking off this new column.

Chapter Corner: Central Los Angeles

Robert Ridley, Senior Accounting Manager, City of Pico Rivera

Have you ever looked back over a period of time and wondered, **how did we get it all done?**

My nine year old is ready for fourth grade. My twelve year old prepared for the first year of middle school-all classes selected, room locations mapped, gym cloths purchased, first ASB id picture taken. Served as Scoutmaster for the Boy Scout Troop at summer camp. Hiked the hike I thought might kill me that was so easy 34 years ago. Escorted son to Amateur radio classes. He earned his ham radio license. Rose Parade assignments learned and one of the largest floats inspected in preparation for escorting it on New Years Day. Eye exams for all. Repaired the engine that blew with only 61,000 miles on it. Bought a new car and really like it. Buried a beloved parent. Maintained continuing education requirements. Recruited for and filled staff vacancies. Completed the City's first computer network. Manage a sole Information Technology staff of one when three are needed. Began GASB 34 work. Completed Statement of Indebtedness. Prepared for and wrap up audit work.

Truly amazing. Thank goodness for spouses, staff, subordinates, superiors, teammates, family, and friends. I suspect my life and tasks are very comparable to most Finance Directors and Assistant Finance Directors. We do a lot with limited resources. At times it can seem like a treadmill we would really like to get off of, but most of the time it is amongst the most rewarding periods of our lives.

How do we do it? The title, "Managing Priorities, Delegation & Personal Balance" sums it up well. If you have not seen the CSMFO website's Coaching Corner, go there and find this article! Between this and a second article, "Top 10 Steps to Advance Your Career" - CSMFO Coaching Program – Notes, are suggestions and tips that I have spent half a lifetime learning. I am still learning and found both of the articles to be very powerful.

The Central Los Angeles Chapter is composed of 26 Cities, all located in Los Angeles County. We meet jointly with the South Bay Chapter.

CSMFO Chapter Chairs

Chapter Assistant - Tawni Escudero, League of California Cities 916/658-8210 or tescudero@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	Jenny Barnes	760/770-0321	jbarnes@cathedralcity.gov
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
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Sacramento Valley	Barbara Brock	916/645-3314	bbrock@ci.lincoln.ca.us
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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

Welcome New Members

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John C. Fitzgerald

Managing Director
John C. Fitzgerald & Associates
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fitzgeraldreport@aol.com

Richard Swanson

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rswanson@lagunabeachcity.net

MARK YOUR CALENDARS



GASB 34 Training

January 13-15, 2003
Redding, California
(see attached registration form)

Weekend Training

November 15-17, 2002
Pleasanton, California

Beginning Governmental Accounting

November 18, 2002
Carson, California

Intermediate Government Accounting

November 19, 2002
Dublin, 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
for more information.

OUTSTANDING FINANCIAL REPORTING PROGRAM UNDERWAY FOR FISCAL YEAR 2001-02 COMPREHENSIVE ANNUAL FINANCIAL REPORTS

Bret M. Plumlee, Director of Administrative Services, City of El Segundo

The Fiscal Year 2001-02 Financial Reporting Awards Program is commencing. Last year, there were 163 cities that participated in this program. This is an excellent opportunity to submit your Comprehensive Annual Financial Report (CAFR) to the program and be recognized for your dedication to financial management. It is also an opportunity to have your report reviewed by your peers in order to receive valuable expertise and feedback. The program is available to all cities that are CSMFO members. Other entities and component units are not eligible.

Please note that the application fee has been increased. There is a minimal fee of \$35.00 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 six (6) copies each of your application, CAFR, and if applicable, your prior year's comments with your responses. **Please make your \$35 application fee payable to CSMFO.** All of this information must be postmarked without exception no later than December 10, 2002 and mailed to:

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

Financial Management Seminar

Wednesday - Friday, December 11-13, 2002
Monterey Conference Center, Monterey, California

Join your colleagues at the League of California Cities' Financial Management Seminar, December 11-13, 2002 in Monterey. Key themes throughout the sessions focus on fiscal and personal leadership in preparing for the economic and social challenges for 2003 and beyond.

Lynne Lancaster, a noted speaker on generational differences, will open the program in a joint session with fire chiefs and clerks. Lynne will discuss how understanding these differences can help in hiring and retaining your best staff. Ethics, performance measurement and the Grassroots program will round out the program on Wednesday, followed by a strolling dinner at the Monterey Bay Aquarium. Noted economist, Tapan Monroe, shares his perspectives on the economic outlook for the country and California. League Executive Director Chris McKenzie and President John Russo will discuss what course of action is planned to protect local revenues as the State budget crisis continues to boil over. Topics for discussion on Thursday afternoon include: surviving GASB 34 implementation; preparing for a revenue cutting ballot measure; reducing expenses and diversifying revenues in these difficult times; hiring and retaining good employees; and understanding CalPERS rate changes. Friday morning features will look at working with auditors after the recent corporate scandals and highlights for the coming legislative session. The seminar closes with Tom Bay, a noted speaker on developing and maintaining a RIGHT attitude. Registration information is available on the League website at <http://www.cacities.org/userfiles/godoc/6274.fm.doc>.

Happy Thanksgiving Holiday!!!

John Greenleaf Whittier (1807-1892)

Ah! on Thanksgiving day, when from
East and from West,
From North and from South, come the
pilgrim and guest,
When the gray-haired New Englander
sees round his board
The old broken links of affection re-
stored,
When the care-wearied man seeks his
mother once more,
And the worn matron smiles where the
girl smiled before.
What moistens the lip and what bright-
ens the eye?
What calls back the past, like the rich
Pumpkin pie?



League of California Cities Administrative Services Policy Committee Minutes

Wednesday October 2, 2002

Long Beach, League Annual Conference

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

The Committee held its 4th meeting of the year at the League Annual Conference. The primary business conducted was to review the Committee's final recommendation to the General Resolution Committee on four resolutions. The Committee reaffirmed its approval of two resolutions proposed by the League Board of Directors that will increase representation on the League Board of Directors and Policy Committees. The Committee modified its "no action" recommendation to "approve" a resolution relating to the development of zip codes within Cities. The modified resolution applies to Cities in a general way as opposed to the prior resolution, which was specific to one City.

The Committee also discussed the League's policy regarding the determination of a quorum at Policy Committee meetings. The Committee's next meeting will be held in January of 2003. A meeting schedule will be published in the latter part of this calendar year.

CAFR Awards cont...

(cont'd from pg 5)

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:

William Thomas,
City of Petaluma
Vice-Chair – Professional/Technical Standards Committee
P.O. Box 61
Petaluma, CA 94953-0061
(707) 778-4352
bthomas@ci.petaluma.ca.us

OR

Judy Lancaster,
City of La Mirada
Vice-Chair – Professional/Technical Standards Committee
13700 La Mirada Blvd.
La Mirada, CA 90638
(562) 943-0131
jlancaster@cityoflamirada.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 Bret, Bill or Judy. We are looking forward to another exciting year! Good luck and thanks in advance for your support.

Finance Industry Comments

Credit Outlook is Stable for California Cities as a Group

Dari Barzel, Vice President/Senior
Analyst, Moody's Investors Service

We all know that the '00s just aren't the same as the '90's. California cities are facing increased uncertainties arising from a recessionary economy, the State's financial challenges, and personnel benefit cost pressures, to name just a few contributors. Despite fiscal challenges, however, Moody's believes California cities as a group should be able to weather the storm over the long term and maintain their overall credit position. Moody's forecast is published in our Special Comment entitled *2002 Medians for California Cities: Outlook Remains Stable Despite Numerous Fiscal Challenges*. In addition to providing our rationale for the stable outlook, the report presents medians for key financial, debt, economic and tax base statistics, as well as population and income data from the 2000 Census and city-specific data for the 112 cities with unenhanced or underlying Moody's debt ratings.

One reason for Moody's optimism is the resilience of real estate prices, which do not appear to have suffered inordinately from the economic slowdown. Assessed valuation, a lagging indicator of real estate prices, continues to grow at an increasingly rapid rate, rising by 9.6% in fiscal 2002. Barring an unexpected decline in the real estate market, property tax revenues are expected to remain sound.

Also on a favorable note, California cities have more expenditure flexibility than their counterparts at counties and school districts, as fewer of their expenditures are mandated. In addition, with the recession of the early 1990s in mind, many cities held down expenditure growth during the boom later in the decade, and built up strong fund

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'Tis the season for Budget Reviewers



Joan Michaels, David Cain, Ivan Chand - CSMFO Budget & Management Reporting Committee

The November 1 deadline for this year's budget awards program has now passed, but the Committee still needs more volunteers to serve as budget reviewers. We know that many agencies are working hard with auditors and focusing on the CAFR and GASB34 implementation, but we ask that you consider this opportunity to have more participation within our organization. With the holidays, just around the corner, consider the goodwill created by giving the gift of your time to complete a budget review for another member agency and see what other jurisdictions are doing with their budget documents or CD-ROM versions, as the case may be.

Interested members may visit the CSMFO website at www.csmfo.org to download a copy of the reviewer's form. The committee needs members from cities and special districts and encourages agencies that submit budget documents to have staff members sign-up as a reviewer. Tips for Budget Reviewers may be found at the website. This handy guide can be beneficial for both new and experienced reviewers.

Reviewer applications and any questions should be forwarded to Joan Michaels, Burbank at (818) 238-5480 or via e-mail at jmichaels@ci.burbank.ca.us.

GASB 34 Training - January 13-15, Redding, CA

Registration has begun for the GASB workshop January 13-15, in Redding, California. Attendance is limited to 100 people, so it's recommended that you register as quickly as possible. Attached to this newsletter, you will find the flyer and registration form. Please remember that we now accept credit card payments with both Visa and Mastercard. To pay by credit card, simply fill out your registration form and fax it to Adrienne Schmeling at 916/658-8240. If you are paying by check, please do not fax in your registration form, but send it in with your check, as we cannot reserve a spot for you without payment. Please mail any registrations to CSMFO, 1400 K Street, Suite 400, Sacramento, CA 95814. Should you have any questions, please feel free to contact Adrienne Schmeling at 916/658/8278 or schmeling@cacities.org.

We look forward to seeing you in Redding!

CSMFO MiniNews



1400 K Street, Suite 400
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Contact: Tawni Escudero

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Finance Industry Comments

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balances. Many also earmarked a notable portion of their budgets to capital expenditures and other one-time items, which are more easily cut if necessary than ongoing programs.

Low debt burdens are also a credit plus. California cities' median net direct debt (excluding redevelopment debt) was less than 0.5% of assessed value in fiscal 2001, a figure that has remained essentially level over the past five years.

Another important advantage for California cities is their comparative financial independence from the state, again as compared with their counterparts at counties and school districts. Cities receive a variety of taxes, including property taxes, and non-property taxes such as transient occupancy (hotel) taxes, utility users taxes, business licenses, fees and assessments. Though voter initiatives have imposed various restrictions on cities' ability to increase each of these revenues, the diversity of revenues decreases their reliance upon any one revenue stream.

On a more cautious note, Moody's believes cities are likely to face challenges in coming years from rising pension costs resulting from the decline in the stock market, and in some cases from increased benefits. In addition, the possibility remains that the state may divert revenues from local government, as its solution to the fiscal 2003 budget shortfall involved tapping significant one-time revenues and preliminary estimates put the fiscal 2004 structural deficit at \$10.0 billion.

Despite the significance of these challenges, Moody's believes California cities will be able to maintain their sound fiscal and credit positions.

For a free copy of Moody's report, e-mail Dari at barzeld@moody's.com

SPECIAL DISTRICTS OUTSTANDING FINANCIAL AWARDS PROGRAM FOR FISCAL YEAR 2001-2002

Karen P. Brust, Director of Finance/Treasurer
San Diego County Water Authority

There is still time to submit your Fiscal Year 2001-2002 Special District Comprehensive Annual Financial Report for consideration for the coveted Outstanding Financial Reporting Award. This is an excellent opportunity to be recognized for your dedication to financial management and to have your report reviewed by your peers in order to receive valuable expertise and feedback. The program is available to all CSMFO Special District 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 available on the CSMFO web-site at www.csmfo.org and are available electronically by contacting the address below.

In order to continue to make this program a success, I still need your help as a Special District CAFR Reviewer. 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

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!

President's Message

(cont'd from page 1)

To that end, I must say that this year's Retreat was again very productive and successful. By the end of the day the group had agreed upon seven goals and the objectives that would be undertaken to ensure the goals will be met. These goals will be forwarded to all members and posted on our web site once we've finalized the work programs for them. I do, however, want to share with you the themes that emerged from our goal-setting process:

Membership/Professional Development.

Professional development has been a continuing goal for many years. Providing high-quality, affordable, and accessible programs for all our members is the CSMFO's primary mission. We have been extraordinarily successful in this area and we are committed to continuing with this goal in the future. In addition to our ongoing programs such as the weekend training, coaching, annual seminar, and beginning and intermediate accounting, this year we will further analyze the membership composition and establish training curricula that supports finance staff professional development at all levels. We will be looking, among other things, at a professional assessment of what the membership wants as well as how to build ongoing interest in the government finance profession.

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Annual Conference

(cont'd from page 1)

Hotel in Sacramento. One highlight of the conference is the Capitol Program, which will include speakers such as Assemblyman Darrell Steinberg (author of AB680). We are currently confirming other legislators and lobbyists for the session. Attendance at the Capitol Program will be limited, with signups on a first-come, first-serve basis for the first 145 paid registrations received who indicate they wish to attend the session.

Watch for more updates about THE CAPITAL CONNECTION in future editions of the MiniNews. 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!

UCR Extension *Winter* Quarter Class

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

January 8-March 26, 2003

Accounting for Governmental and Nonprofit Organizations II, Riverside, California, Wednesdays, 6:30-9:30 pm, Fee: \$345. Continued application of fund accounting with emphasis on various nonprofit organizations such as school districts, health care facilities and charitable organizations.

Up the Ladder

(cont'd from page 8)

ACCOUNTING SUPERVISOR - City of Ventura, CA. \$56,980 - \$76,354/yr.

Beautiful seaside city seeks professional accountant to oversee general ledger, grants and financial reporting staffs. Requires BA in Accounting AND 5 years professional public sector accounting experience including supervision. Local California agency experience required. CPA desirable. **OPEN UNTIL FILLED** Submit City application and Supplemental Questionnaire immediately to 501 Poli Street, Room 210, P.O. Box 99, Ventura, California 93002. (805)658-4777 or www.ci.ventura.ca.us. EOE.

DIRECTOR OF FISCAL AND SUPPORT SERVICES - City of Norco, California.

Salary: \$6,993 - \$8,265 /mo. The City of Norco seeks a Director to work as a key member of the City Management team, supervising 15 employees in the Fiscal and Support Services Department. The Director of Fiscal and Support Services is responsible for budget development/administration, general accounting, payables, receivables, cash management, payroll, purchasing, and other related City functions. The Director will administer a \$32.6 mil. budget, including the \$11.6 General Fund for a city with 105 full-time and 79 part-time employees. This position requires a talented individual who can accomplish results with a small staff, and can work as part of a team. The ideal candidate will possess a B.S. in Accounting or Business, with public sector accounting and finance experience, including a working level familiarity with GASB34; and should have at least ten years experience in fiscal and support services, including two or more years as a manager. An MPA, CPA and/or IIA or CISA certificate is highly desirable. Candidates should be capable of showing skills mastery of administrative and IT operations. A background in Human Resources (HR) management will be a positive attribute, as the Director of Fiscal and Support Services currently manages HR. Application closing date: Wednesday, November 13, 2002. A City application and resume are required. For more information contact Ed Hatzenbuhler, City Manager at:

ehatzenbuhler@ci.norco.ca.us; 2870 Clark Avenue, P.O. Box 428, Norco, CA 92860-0428; or (909) 270-5611. Applications can be downloaded from the City's web page at www.norco.ca.us. The City of Norco is an equal opportunity employer.

FINANCE DIRECTOR/CITY TREASURER - City of Glendora, CA (Salary \$7,571 - \$9,203/mo. plus excellent executive benefit package, including City-paid PERS 2% at 55). Functions as the administrative head of the Finance Department. Responsibilities include accounting, payroll, accounts receivable and cashing, budget, risk management, water and refuse billing, purchasing, business licensing, data processing and City Treasurer. The Finance Director also participates in the development of policies related to the assigned areas of responsibility as a member of the City's executive management team. Applicants must have any combination of education and/or experience equivalent to a Bachelor's degree in public or business administration, accounting or a closely related field, and five years of progressively responsible experience in governmental accounting, including at least three years in a supervisory capacity in municipal finance. **APPLY BY: 5:00 p.m. on Friday, December 6, 2002.** A maximum of 100 qualified applications will be accepted. Candidates must submit a fully completed City application to the Personnel Department. For required City application, contact City of Glendora, Personnel Office, 116 East Foothill Boulevard, Glendora, CA 91741. Phone: (626) 914-8206. www.ci.glendora.ca.us. EOE.

ACCOUNTANT I - City of Bakersfield, CA. Salary: \$2985-\$3629/mo. BS in Accounting (minimum 24 acctg units), advanced acctg curriculum or equiv combo of trng & exp. PC/Windows & spreadsheet desirable. Submit City application, college transcripts and resume to Human Resources, City Hall, 1501 Truxtun Ave, Bakersfield, CA 93301 (661) 326-3773. Apply immediately. Position open until City receives an adequate number of applications. AA/EOE/ADA www.ci.bakersfield.ca.us

DIRECTOR OF FINANCE - Come work with the City of South Lake Tahoe, CA in the beautiful Sierra Mountains! Salary: \$69,528-\$84,504 per year plus excellent benefits, including PERS 2.7% @ 55. A challenging department director position with full responsibility for managing the activities of an 8 person finance staff. Under the direction of the City Manager, the position plans, organizes and directs the accounting, auditing, cash management, revenue collection, grant accounting and other financial management information activities of the City; serves as the City's Chief Financial Officer and Redevelopment Agency Financial Officer and coordinates the preparation of the City's budget process in support of the City Manager's Office. Required: Substantial accounting experience which includes at least five years in a municipal setting; three years of supervisory experience with subordinate positions; graduation from a four-year accredited college with major course work in accounting, economics, or business administration, or closely related field. Advanced degree in a related field and/or CPA desired. A City application and a resume are required. **Open Until Filled - first application review December 13, 2002.** Additional information is available at www.ci.south-lake-tahoe.ca.us or 530.542.6050. EOE



How Can I Advertise?

Email your classified job ad to Tawni Escudero at 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.

(continued on page 10)

Up the Ladder

(cont'd from page 9)

MANAGEMENT(BUDGET)ANALYST –

City of Vista, California. Salary: Between \$3905-\$4750 per month, plus excellent benefits. The City is seeking an ambitious, hard working, customer service-oriented professional to work in a municipal finance department. This position will perform journey-level professional work related to Citywide and departmental budget preparation and administration, as well as analysis of budgetary and financial issues. The incumbent may supervise subordinate staff. A typical qualifying background is a Bachelor's degree in Business or Public Administration, or a closely related field, and three years of experience performing advanced administrative analysis and support work. Previous financial municipal government experience is highly desirable. Position is open until filled, apply immediately. For required application materials, contact the City of Vista Personnel Department, P.O. Box 1988, 600 Eucalyptus Avenue, Vista, CA 92084 (760) 726-1340. Fax (760) 639-6146. OR visit our website at www.ci.vista.ca.us under City Government / Employment Opportunities.

ACCOUNTING SUPERVISOR - City of El Cerrito, CA (Salary: \$5,161 - \$6,273/ mo. plus excellent benefits including City-paid PERS). Plans, organizes and performs professional accounting work for the Financial Services Division. Responsible for the City's accounting function. Supervises Account Clerk activity. Rare opportunity to design and implement new financial system and new city-wide financial procedures. Requires: (1) Bachelor's degree from an accredited college in Accounting, Finance, Business Administration or closely related field; and (2) two years of accounting experience including governmental fund accounting experience and supervisory functions; and (3) valid California Drivers License. Registration as CPA is preferred. For application packet contact Employee Services, City of El Cerrito, 10890 San Pablo Ave., El Cerrito, CA 94530; (510) 466-5005. File by 11/18/02.

Chapter Meeting Notices

Northwest Counties

Carolynn Thomas, Chapter Chair
Assistant Finance Director,
City of Eureka

Date: Wednesday, November 13, 2002
Time: Noon to 1:30pm
Place: Red Lion Inn, 1929 4th Street, Eureka, CA - Banquet Room
Topic: Appropriate Investments
Spkr: Stephen A. Strawn, Treasurer-Tax Collector, for Humboldt County will share his knowledge and expertise on what types of investment "vehicles" are appropriate for cities, counties and special districts. Here is your chance to find out about the legal aspects of investing for governmental agencies. Come to share and network with your peers.
Menu: Caesar Salad w/Chicken, Prime Rib Sandwich, Salmon Filet with Lemon Pesto, or Vegetarian meal available upon request.
Cost: \$20.00 per person (make checks payable to City of Eureka)
RSVP: Carolynn Thomas, 707/441-4391 or mail to: Carolynn Thomas, City of Eureka, 531 K Street, Eureka, CA 95501-1146. All reservations not cancelled by November 7, 2002 will be billed to your agency.

Sacramento Valley

Barbara Brock, Chapter Chair
Accountant II, City of Lincoln

Date: November 21, 2002
Time: Noon to 1:30pm
Place: Citrus Heights City Hall, 6237 Fountain Square Drive, Citrus Heights
Topic: Fiscal Challenges We Can Expect as a Result of the November 5th Election
Spkr: Nichole Rice from the Advocacy Group.
Menu: BBQ Lunch hosted by the city of Citrus Heights
RSVP: Please RSVP no later than Monday, November 18, 2002, Sonya Parker 916/725-2448

North Coast

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

Date: Thursday, December 19, 2002

More details to come.

San Gabriel Valley

Josh Betta, Co-Chapter Chair,
Finance Director, City of Pasadena
Tracey Hause, Co-Chapter Chair,
Administrative Services Director, City
of Arcadia

Date: Wednesday, November 20, 2002
Time: 11:15am-12:30pm
Place: Four Points Sheraton Hotel, 700 West Huntington Dr., Monrovia, CA 91016
Phone 626/357-5211
Spkr: Jose Sanchez, Finance Director, Baldwin Park
Topic: The Things I've Learned in My Career as a Finance Officer" The lights go up on a guy that has done it all: thirty years experience, directorships at five different cities in the San Gabriel Valley and Central LA, snazzy interim assignments, and even a short stint in retirement. Information, insights and useful dos and don'ts await you. Bring your co-workers
Menu: The Mediterranean Tastes!
RSVP: Please confirm your attendance by calling Kelley Williams at the City of Arcadia 626/574-5465, or by email: kwilliams@ci.arcadia.ca.us by Thursday, November 14, 2002 at 5:00pm (No shows may be billed).

Coachella Valley

Jenny Barnes, Chapter Chair
Accountant, City of Cathedral City

Date: Monday, November 18, 2002
Time: Noon to 1:30pm
Place: La Quinta City Hall, 78-495 Calle Tampico, La Quinta, CA 92253
Topic: Roundtable discussions on current events: Finance Directors, Accounting Managers, Accounts Payable, Payroll, Cash Receipts, Purchase Agents, and General Ledger
Menu: Lunch special from Ciro's Restorantea & Pizzeria.
RSVP: Please RSVP no later than Friday, November 15 to Vianka Orrantia 760/777-7150

President's Message

(cont'd from pg 8)

Advocacy. This is a rather new area for CSMFO but one we believe is vital to both our organization and our members. This year we committed ourselves to developing an advocacy policy and procedures under which CSMFO would move forward in future years. I'm pleased that this was accomplished as it paved the way for us to advocate on various issues under currently established guidelines. Four areas will be addressed over the next year that we believe are critical and important to local government. These include addressing voter initiated tax measures by educating citizens on government finance; developing a list of alternatives/suggestions to reduce the projected state budget deficit; and educating and providing assistance to members in understanding and addressing the rising PERS contribution rates as well as ways to control the ever increasing costs in health care. None of these issues are simple and there are no easy answers. Developing strategies for addressing these concerns is of great importance to many local agencies.

Technology. This is an area where CSMFO has been extraordinarily successful. Our web site is excellent, well-maintained and chock full of valuable information. In this age of information overload and instant technological fixes, our e-mail list serve and excellent web page provide tools that are priceless to all who utilize them. Our goal for the upcoming year is to create additional resources on the web site such as "how to" war stories and information related to automated bill paying and positive pay, to name but a few, as well as completing a content survey over the next several months. Stay tuned to find out about more exciting technological resources in the future.

Financial Sustainability. High on our "to do" list is encouraging financial stability by identifying opportunities for sharing costs through cooperative ventures such

as JPA's and then posting this information on the CSMFO web site. The intent is to provide additional ways of affecting the drivers of costs (such as public skepticism) as well as establishing measures to compare cities with one another. In these days of fiscal insecurity and instability, especially as related to the monies received through the State (which as we all know is very shaky!) we hope to create an awareness of opportunities that may not be apparent to many agencies. In addition, we'll be looking at developing a hands-on program to assist finance officers in analyzing their agency's financial health.

Achieving these goals may prove challenging, but I am certain that through the dedication and perseverance of the Board and Committees they will come to fruition and be of great value to you, our members.

I would like to give a special thanks to Zane Johnston, President-Elect and Don Maruska, retreat facilitator, for their outstanding work in planning and organizing this goal-setting retreat. We are an excellent organization today and based on the results of this retreat, we will be an even better organization in the future.

Thought for the Month. "The greatest danger for most of us is not that our aim is too high and we miss, but that our aim is too low and we reach it." – Author Unknown. The CSMFO has and will continue to not only set high goals but also work diligently to achieve them. I wish you happy goal setting and continued success in reaching your own goals.

Until next month, that's this month!



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GASB STATEMENT 34 TRAINING – REDDING, CA

REGISTRATION FORM

- **Use a separate form for each person registering to attend.**
- In order to maximize and enhance the learning opportunities, *class size for each session will be limited to 100.* Reservations will be accepted on a **paid** first-come, first-served basis. All registrants will be notified via e-mail that they have been confirmed or if space is no longer available. Our website www.csmfo.org will have additional registration forms, as well as a notice posted when each session is full.
- The deadline for registration/cancellation is **December 30, 2002**. There will be a charge of \$35 per change or cancellation. *No refunds will be issued for registrations cancelled after January 3, 2002.*
- The full-day session qualifies for 8 hours of continuing professional education (CPE). Each half-day session qualifies for 4 hours of CPE.
- Return this completed registration form and a check made out to CSMFO to the following address:

CSMFO – GASB Statement 34 Training
1400 K Street, Suite 400, Sacramento, CA 95814
Phone: (916) 658-8210, Fax (916) 658-8240

<u>SESSION</u>	<u>FEE</u>	<u>DATE</u>	<u>REGISTRATION AMOUNT</u>
Overview of GASB Statement 34	\$150	<input type="checkbox"/> January 13, 8:00 a.m. – 5:00 p.m.	\$ _____
Converting Governmental Funds to Governmental Activities	\$ 70	<input type="checkbox"/> January 14, 8:00 a.m. – noon	\$ _____
Box lunch on Tuesday	\$ 10	<input type="checkbox"/> January 14– noon	\$ _____
Accounting and Financial Reporting for Capital Assets and Infrastructure	\$ 70	<input type="checkbox"/> January 14, 1:00 p.m. – 5:00 p.m.	\$ _____
Government-wide Financials and the CAFR	\$ 70	<input type="checkbox"/> January 15, 8:00 a.m. – noon	\$ _____
Box lunch on Wednesday	\$ 10	<input type="checkbox"/> January 15– noon	\$ _____
Preparing the MD&A and Note Disclosures	\$ 70	<input type="checkbox"/> January 15, 1:00 p.m. – 5:00 p.m.	\$ _____
TOTAL REMITTED			\$ _____

NAME: _____ **TITLE:** _____

ORGANIZATION: _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

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☐ City Check ☐ Personal Check (Make checks payable to **CSMFO**) ☐ Visa ☐ Mastercard

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EACH SESSION IS LIMITED TO 100 – SO REGISTER EARLY! The registration fee is \$150 per person for the full-day session on January 13 (includes lunch), \$70 for each of the half-day sessions. Lunch is available for the half-day sessions at a charge of \$10.

BE SURE TO BRING A COPY OF YOUR CITY’S CAFR AND THE GASB STATEMENT 34 IMPLEMENTATION GUIDE WITH YOU TO THIS TRAINING. IF YOU DON’T HAVE A COPY OF THE IMPLEMENTATION GUIDE, ONE CAN BE PURCHASED FROM THE GASB BY CALLING 800/748-0659.

CSMFO PRESENTS.... GASB STATEMENT 34 TRAINING

Gregory S. Allison, CPA

Assistant Director, Institute of Government, University of North Carolina at Chapel Hill
Former Assistant Director for Technical Services, GFOA

K. Lee Carter, CPA

Vice President, Capital Management of the Carolinas
Adjunct Faculty Member, Institute of Government, University of North Carolina at Chapel Hill

January 13-15, 2002

**City of Redding
Community Room
777 Cypress Avenue
Redding, California**

CSMFO is pleased to present one full-day and four half-day seminars on implementing GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Government*. These are the first in a series of seminars to be scheduled over the next two years. You can attend for the full three days now, **OR** mix and match – attend some now and others at a later date.

Monday, January 13, 2002

8:00 a.m. – 5:00 p.m. (8 Hrs CPE)

Overview of GASB Statement 34. This full-day seminar, focusing on common implementation issues preparers are likely to face, is designed to give you a comprehensive introduction to this important statement.

Tuesday, January 14, 2002

8:00 a.m. – 12:00 p.m. (4 Hrs CPE)

Converting Governmental Funds to Governmental Activities. The centerpiece of the new reporting model is the conversion of governmental funds to governmental activities. This not only requires a change in measurement focus and basis of accounting, but internal service funds must be allocated and other consolidation entries must be developed. This half-day seminar focuses on the mechanics of this conversion process.

Tuesday, January 14, 2002

1:00 p.m. – 5:00 p.m. (4 Hrs CPE)

Accounting and Financial Reporting for Capital Assets and Infrastructure. Among the more controversial aspects of the new reporting model are the inclusion of depreciation for capital assets of governmental activities and the capitalization of infrastructure. The new standard also includes the option of not depreciating infrastructure assets, but instead disclosing required supplementary information on maintenance of these assets (“the modified approach”). This half-day seminar focuses on the mechanics of implementing these new requirements.

Wednesday, January 15, 2002

8:00 a.m. – 12:00 p.m. (4 Hrs CPE)

Government-wide Financials and the CAFR. The new government-wide financial statements have many unique aspects, including a different format, determining program versus general revenues, and comparisons with fund financial statements. Although the format of the CAFR will not change drastically as a result of the new reporting model, the structure will be somewhat modified. This half-day seminar focuses on reporting issues.

Wednesday, January 15, 2002

1:00 p.m. – 5:00 p.m. (4 Hrs CPE)

Preparing the MD&A and Note Disclosures. What is included in management's discussion and analysis (MD&A)? How does it relate to the transmittal letter? Is there potential overlap in the note disclosures? How will the note disclosure requirements change after the release of GASB Statement 38 (the new statement that will address note disclosures)? This half-day seminar focuses on disclosure issues and provides preparation suggestions.