



CALIFORNIA
SOCIETY of MUNICIPAL
FINANCE OFFICERS

Dedicated to Excellence in Municipal Financial Management

MINI NEWS

October 2004

THE NEWSLETTER OF THE CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS

President's Message

Anita Lawrence, Finance Director, City of Camarillo

Last Friday, October 1, the CSMFO board and committee members met at the 2005 Annual Seminar site at the Burlingame Hyatt. The board voted to unanimously support Proposition 1A. If you have not done so already, I hope you have become familiar with this ballot measure to protect local revenues. My article last month described what Proposition 1A does and does not do. Jesus Nava and Janet Salvetti, co-chairs of the 2005 Annual Seminar, highlighted the program and events they have planned for the conference. Hope you have the conference on your calendar – you won't want to miss it!

On Thursday, the CSMFO Board of Directors, Committee leaders and others actively involved in the CSMFO organization met to develop goals for 2005. This is an annual event and is coordinated by the President-Elect. I have had the opportunity to participate in many of these planning sessions and I am always very energized by the dedication, creativity and insight of those that participate in setting the course for the organization. Without fail, the goals are primarily to establish programs and provide training that will most benefit the members.

The 2005 goals will be adopted at the December, 2004 Board of Directors meeting. Besides myself, those in attendance were President-Elect Janet Salvetti, Jim McAdler, Karen Brust, Mark Alvarado, Richard Averett, Carolyn Dominguez, Bret Plumlee, Bob Biery, Lisa Hildabrand, Dennis Danner, Brad Grant, Gary Nordquist, Irwin Bornstein, Mary Bradley, Bill Statler, Derek Hanway, Ronnie Campbell, John Adams, Agnes Walker, Viki Copeland, Stephen Conway, Sandra Sato, Cindy Guziak, Gina Suchard and Frances Medema. The

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CSMFO Annual Conference February 22-25, 2005 - Burlingame, CA

This year's conference will be held at the Hyatt Regency San Francisco Airport, located at 1333 Bayshore Highway, Burlingame, CA 94010. The general telephone number for the hotel is 650/347-1234 for information and directions.

Our host hotel, the Hyatt Regency San Francisco Airport, is conveniently located five minutes from the San Francisco Airport and just 20 minutes from downtown San Francisco. The hotel offers complimentary airport shuttle service to and from San Francisco Airport. The Hyatt is close to downtown Burlingame with its wide variety of specialty boutiques and unique restaurants (Take the FreeBee Shuttle to downtown Burlingame). It is surrounded by beautiful mountains to the west and the San Francisco Bay to the east. The Hyatt guest rooms feature coffeemakers, hairdryers, irons and ironing boards, voice mail and two-line telephones with data ports, in-room movies, and same day laundry services. There is a complimentary fitness center, with outdoor swimming pool and Jacuzzi. The Hyatt features free high speed wireless internet access in all sleeping rooms. Our rate at the Hyatt Regency San Francisco is \$145 single or double occupancy. For reservations, please call 800/233-1234 or go to www.hyatt.com. The deadline to receive these special rates is January 22, 2005. Please get your reservations in early as the conference rate may not be available after that date. The CSMFO rate will be offered from pre and post conference, but is based upon availability.

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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 or call us at 916/658-8210!

**The MINI NEWS
is your newsletter!**

**California Society of
Municipal Finance Officers****Officers and Directors**

President, Anita Lawrence, Camarillo
President-Elect Janet Salvetti, Stockton
Past President Zane Johnston, Tracy
Secretary/Treasurer
 Frances Medema, League of CA Cities

Directors

Mark Alvarado, Monrovia
 Richard Averett, San Carlos
 Karen Brust, San Diego County Water
 Jim McAdler, Windsor
 Bret Plumlee, El Segundo
 Carolyn Dominguez, San Luis Obispo

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Gary Hill, Lancaster
 Pam Ehler, Brentwood
 Bob Biery, Westlake Village

Annual Seminar

Bradley Grant, Merced
 Gus Vina, Sacramento
 Dennis Danner, Newport Beach

Budgeting & Management Reporting

Agnes Walker, Costa Mesa
 Gina Schuchard, Santa Ana
 Sandra Sato, Oakland
 Cindy Guziak, Orange County Fire
 Auth.

Career Development

Viki Copeland, Hermosa Beach
 Lisa Hildabrand, Carlsbad
 Russ Branson, Roseville
 Ronnie Campbell, Lakewood
 Mary Bradley, Sunnyvale

Debt, Benefits & Treasury

Les Tyler, Elk Grove
 Pauline Marx, Emeryville
 Bill Statler, San Luis Obispo

Intergovernmental Relations

Gary Nordquist, Fontana
 Tracey Hause, Arcadia
 Irwin Bornstein, Mission Viejo

Professional & Technical Standards

Bill Thomas, Rancho Cordova
 John Adams, West Hollywood
 Gavin Curran, El Segundo
 Sandra Schmidt, Las Virgenes MWD
 Derek Hanway, Burbank

Technology

Julia James, Malibu
 John Adams, West Hollywood
 Josh Betta, South Pasadena

Scholarship Program

Candis Hong, Thousand Oaks
 Steve Conway, Los Gatos

CSMFO Nomination Process

Looking for candidates to serve as our elected leadership

Anita Lawrence, Finance Director, City of Camarillo

We are currently soliciting candidates to serve as the elected leadership of CSMFO. In November, the membership will be electing the President-Elect (from the south) and two Board members (one from the "north" and one from the "south"). If you are interested in being a candidate, please contact me prior to Wednesday, October 20, 2004.

The Process. To be considered as a candidate for one of these elected positions, please provide a "qualifications statement" to me with the following information by the October 20 deadline:

- Name as it should appear on the ballot if you are selected as a candidate
- Formal education
- Current and previous positions in California municipal government and any out-of-state experience as a city or special district finance director
- Listing of involvement in CSMFO activities
- Other professional affiliations related to municipal government or special districts
- Statement of your ideas and goals for CSMFO for the upcoming term (limited to 300 words for President-Elect and 200 words for Board Member).

Qualifications to serve as President-Elect or Board Member were included within the *CSMFO and You* flyer that is listed on the CSMFO website, which may be found by going to About CSMFO/Member Information page or a search on CSMFO and You (<http://www.csmfo.org/index.cfm?fuseaction=detail&navid=154&cid=780>). The flyer also describes other opportunities to become involved with the CSMFO. Please contact me if you have any questions about these positions or the nomination process.

Certificate of Award for Outstanding Financial Reporting Update for FY 2003 - 2004

Bill Thomas, Chief Financial Officer, City of Rancho Cordova

It is that time of year and the Professional & Technical Standards Committee is planning another successful year for CSMFO's Certificate of Award for Outstanding Financial Reporting Program. Below is important information on this year's program:

1. **Applications**
Applications for both Cities and Special Districts will be available on the website (www.csmfo.org) by October 15, 2004. This year's application will also be mailed with the November Mini-News.
2. **Deadline**
The Deadline this year will be Friday, December 10, 2004 while the fee will be \$35.
3. **Prior Year Comments**
If you have not received any prior year comments, then none were reported.
4. **Reviewers**
If you are interested in participating as a reviewer, please contact John Adams at the City of West Hollywood at (323) 848-6513 or jadams@weho.org.
5. **Award Notification**
Award winners will be announced at the 2005 CSMFO Annual Conference Awards Luncheon in Burlingame.

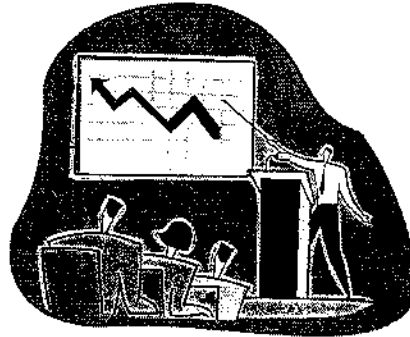
Should you have additional questions, please feel free to contact me at (916) 942-0266 or bthomas@cityofranhocordova.org

Chapter Meeting Notices

Channel Counties

Christy Pinuelas, City of Camarillo

Date: Wednesday, October 13, 2004
Time: 11:45am- 2:00pm
Place: Camarillo Police Department
Spkr: John Bartel, Bartel Associates
Topic: CalPERS Issues
Cost: \$20 (pay at door)
RSVP: Jill Gordon 805/388-5320



Central L.A./South Bay

Susan Bergeron-Vance, Santa Fe Springs
 Rod Hill Whittier
 Jag Pathirana, Hawthorne

Date: Thursday, October 28, 2004
Time: 11:30am-1:30pm
Place: The Centre at Sycamore Plaza
 City of Lakewood
Spkr: Paula Cone, Hdl Companies
Topic: Property Tax In-lieu of VLF,
 Triple Flip and ERAF
Cost: \$30 per person
RSVP: Michelle Prieto
 562/868-0511 x7332

Intermediate Govt Accounting

CSMFO is offering several of these courses over the next few months. Please see the calendar on the back of the MiniNews for dates and locations. The classes generally last from 8-5 p.m. and are appropriate for individuals that already have some accounting background, but may be new to the government sector or for someone that has recently assumed responsibility for financial accounting and reporting. It is also appropriate for anyone interested in brushing up on basic government accounting skills. This class is offered to earn 8 CPE credits, and attendees will receive a certificate of completion at the completion of the class.

The cost of the class is \$135 and includes materials, lunch and refreshments. Registration flyers and a class outline may be downloaded from the CSMFO website at www.csmfo.org by clicking on the link for Intermediate training under "Upcoming Events." A course outline is also available to view. If you don't have access to the website, please call Katie Kraetsch at 949-221-0025 for registration information.



CSMFO Chapter Chairs

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

<u>Chapter</u>	<u>Chairperson</u>	<u>Telephone</u>	<u>Email Address</u>
Central Coast	Lynda Snodgrass	805/473-5432	lsnodgrass@arroyogrande.org
Central Los Angeles	Susan Bergeron-Vance	562/868-0511	susanbergeronvance@santafesprings.org
Central Los Angeles	Rod Hill	562/464-3340	rhill@whitterch.org
Central Valley	Greg Baird	209/577-5458	gbaird@modestogov.com
Channel Counties	Christy Pinuelas	805/388-5358	cpinuelas@ci.camarillo.ca.us
Coachella Valley	Jerry Carter	760/ 342-6560	jcarter@indio.org
Desert Mountain	Kevin Smith	760/240-7000	ksmith@applevalley.org
East Bay (S.F.)	Mary Dodge	925/671-3182	maryd@ci.concord.ca.us
Imperial County	Vacant		
Inland Empire	Tina Kundig	909/798-7543	tkundig@cityofredlands.org
Monterey Bay	Marc Pimentel	831/646-3947	pimentel@ci.monterey.ca.us
North Coast	Bill Mushallo	707/543-3092	bmushallo@ci.santa-rosa.ca.us
Northeast Counties	Steve Strong	530/225-4087	sstrong@ci.redding.ca.us
Northwest Counties	Carolynn Thomas	707/441-4114	cjthomas@ci.eureka.ca.gov
Orange County	Kathy Rafferty	949/724-6027	krafferty@ci.irvine.ca.us
Peninsula	Thomas Fil	650/595-7435	tfil@ci.belmont.ca.us
Sacramento Valley	Susan Mahoney	916/725-2448	smahoney@ci.citrus-heights.ca.us
San Diego County	Maria Kachadoorian	619/476-5376	mkachadoorian@ci.chula-vista.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	Jag Pathirana	310/970-7927	jpathirana@earthlink.net
South San Joaquin	Judy Bier	559/896-7516	judyb@cityofselma.com

Experiment to Boost Chapter Meeting Attendance

By Jim McAdler, Administrative Services Director, Town of Windsor

Seems like all Chapter Chairs have the ongoing challenge of getting good attendance at chapter meetings. Recently, Board Member Carolyn Dominguez surveyed members to determine what they liked about their chapter meetings, what they would change, and why they don't or can't attend chapter meetings. One common concern among respondents was the distance and time needed to travel to chapter meetings. In view of this finding and the Board's 2004 goal to *energize and expand CSMFO membership*, the North Coast Chapter conducted an experiment to boost chapter attendance – by using the CSMFO telephone bridge to “assemble” members in a virtual chapter meeting.

After discussing the idea with Carolyn Thomas of the Northwest Counties Chapter and Steve Strong of the Northeast Counties Chapter, the North Coast Chapter worked with Don Maruska to set up a telephone bridge to interconnect the three chapters for a combined chapter meeting centered in Santa Rosa. For the meeting, Rod Dole, Auditor-Controller of Sonoma County, volunteered to lead a discussion on implementing “triple flip” guidelines. We felt the subject matter was especially timely in view of Rod's work with CSAC and the League to develop an acceptable triple flip replacement and true-up payment system for all California counties and cities.

We held the combined meeting on August 11, 2004, from 8 to 8:50 a.m. We announced the meeting well in advance by email and then sent a reminder by email a few days before the meeting. We invited both CSMFO members and non-member finance officers. Everyone was asked to dial into the phone bridge directly from their office or from their regular chapter meeting, or attend the meeting with Rod in Santa Rosa City Hall.

The results of our combined chapter meeting were mixed, but it was clearly worth the minimal effort to conduct the experiment. We expected up to 30 call-ins, but we had only two – one from Northwest Counties where 6 people called in together from Eureka on a speakerphone, and one from City of Redding in the Northeast Counties Chapter. We also had 11 people in the North Coast Chapter join Rod on a speakerphone in Santa Rosa. There was good discussion among participants and the theory of the “virtual” meeting worked well using the telephone bridge.

We were very interested to know why more folks did not dial into our combined meeting. Based on immediate feedback from participants and follow-up interviews with both participants and non-participating CSMFO members, the following observations were given:

- Participants clearly believe the phone bridge provides geographically-large chapters the opportunity to connect members without the hassle and time of travel.
- Although the virtual meeting was lightly attended, meeting participants are encouraged and believe there is a definite opportunity to improve attendance if this experiment is tried again, and again.
- Many finance officers who did not attend the virtual meeting, do not regularly attend chapters meetings, the annual conference or other CSMFO activities. For some reason, they choose not to participate.
- Some finance officers did not receive the meeting announcement because they are not on email.
- The date and time of the meeting must be convenient for the majority of members to participate. The North Coast Chapter scheduled the August 11th meeting at 8 a.m., which fits into most schedules because it's early in the workday before other meetings and interruptions. One non-participant felt the start time was too early because she travels a long distance from her home to work.
- Two non-participants presumed the meeting would last too long and they could not devote significant time to a phone call due to interruptions and a busy work schedule.
- One non-participant said there is so much training available that he could be in training everyday. He said there are too many CSMFO meetings, and often the content of the meetings is the same.
- One non-participant presumed the virtual meeting would be a waste of time because, at other chapter meetings he attended, too much time was spent on introductions, chit-chat and other unfocused activities.
- Three finance officers suggested that smaller cities are often intimidated or embarrassed by “the experts” in larger cities. For this reason, they may be unwilling to attend chapter meetings.
- Two finance officers believe that some people are uncomfortable in the teleconference environment. More exposure and practice using teleconferencing as a learning tool is needed to change the paradigm and our usual means of learning.

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Chapter Meeting Attendance Cont...

Despite the low meeting turnout on August 11, the North Coast Chapter will ask to use the CSMFO telephone bridge again. In fact, Rod Dole offered to lead another discussion, this time on the VLF-property tax swap. Other chapters are also encouraged to use the telephone bridge. Keep in mind the following points based on our August 11th experiment:

- It is really easy and it doesn't take special equipment to dial in or host a telephone bridge meeting. After scheduling the phone bridge in advance, it just takes two people to call in to activate the teleconference.
- Non-member finance officers should always be invited to attend chapter meetings. We just might win over some new CSMFO members!
- Make sure that everyone receives the meeting announcements well in advance, and be sure to send out reminders shortly before the meetings. If announcements are sent by email, contact those who are not on email by phone or snail mail. Chapter Chairs can use the chapter listserve to obtain email addresses.
- Make sure that virtual meetings are relatively short in time, well-defined and focused with minimal time wasted. So we don't lose anyone's interest, remember that our understanding of subject matter is most effective if given in small "chunks." Make sure the start and ending times are clearly communicated in meeting notices.
- Chapter meetings can be broken into two segments. A virtual meeting of 15 to 60 minutes in length can take place using the phone bridge, and then a regular meeting can follow for those participants who physically attend the meeting and wish to further discuss the subject or other agenda items.
- A timely topic is essential to ensure active participation in chapter meetings. The introduction or clarification of new information is an excellent subject matter for a chapter meeting.
- Finance officers who choose not to be involved in CSMFO should be contacted by the Chapter Chairs to clearly understand their reasons, whether it be lack of interest, lack of time, lack of office coverage, lack of budget, lack of understanding of CSMFO, etc. Their reasons can help Chapter Chairs, Board Members and CSMFO staff to develop programs (such as virtual meetings) to encourage participation in CSMFO activities.
- Larger cities are often looked up to by smaller cities as "the experts." It's important for larger cities to interact with smaller cities in a non-intimidating, friendly manner to encourage smaller cities to ask questions and to work together with larger cities on common challenges.
- As to frequency of meetings, Chapter Chairs are encouraged to clarify the needs of their members. Generally, chapter meetings are held monthly, every other month or quarterly.
- Recipients of chapter meeting notices are encouraged to pass them on to other finance staff and to other public entities. Email works great to spread the word.

Using today's technologies, which seem to be more and more commonplace, we need to keep working on innovative ways to connect CSMFO members. We need to facilitate the "paradigm shift" to overcome the obstacles that discourage some finance officers from becoming more involved in CSMFO activities. We need to think in terms of faster, smarter, cheaper and better. As new ideas arise, please share them with the rest of us.

President's Message Cont...

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planning session was facilitated by Don Maruska, who has been providing this service to the CSMFO for the past several years. The goals included training issues, communication issues and inter-governmental relations issues. Once the finishing touches have been put on the goals and they become official, they will be published in the MiniNews. Thank you to everyone who participated.

I had the privilege of representing the CSMFO at the Washington Finance Officers Association (WFOA) annual conference in mid-September in Wenatchee. The WFOA is even larger than the CSMFO. It has over 1200 members and we have just over 1100. The difference between the two organizations is that active members in the WFOA include members from universities, the state of Washington and the counties in Washington. Active members of the CSMFO (those with voting privileges) come only from cities and special districts. It was exciting to observe an organization that brings all public finance professionals together at one common event. They have a tremendous opportunity to develop relationships with peers from many governmental agencies. Wenatchee is east of Seattle and in the heart of apple country. Beautiful apple orchards can be seen everywhere. My husband, K.C., and I enjoyed seeing another part of this wonderful country we live in. I was honored to represent you at the conference.

Up the Ladder

FINANCIAL OPERATIONS MANAGER – City of Concord, CA. Starting Annual Salary up to \$104,900 plus an opportunity to earn performance based annual incentives. City contributes 3% of annual salary to deferred compensation and pays employee's 8% contribution to PERS retirement plan (2.5% @ 55). A signing bonus up to 10% of annual salary may be available depending on qualifications. Relocation assistance available. The City of Concord is looking for an accomplished, resourceful financial manager with strong technical skills to manage financial functions including accounting, payroll and accounts payable and may supervise revenue collection. This person will supervise and coordinate personnel and activities; serve as acting head of the department in the Director's absence coordinating the activities of the Treasury, Budget, Revenue Generation, Financial Services, and Materials Management Divisions. The Finance Department provides the full range of finance related services including budget, financial forecasting, accounting, revenue, administration, and purchasing. Departmental resources include a staff of 26 and a budget of \$16.7 million. The ideal candidate for the position will be a hands-on and astute professional with at least a Bachelor's degree in Accounting or closely related course of study. Advanced study of accounting principles or a CPA is highly desirable. This person will have at least five years of increasingly responsible supervisory or managerial experience in accounting and/or related financial activities in a government environment. To apply, visit www.cityofconcord.org, email hrdept@ci.concord.ca.us or call (925) 671-3151. Apply by 10/11/04. EOE / Veterans Preference.

ACCOUNTING MANAGER – El Monte, CA \$60,200 - \$73,176. Requires Bachelor's degree; three years professional accounting experience; customer service and supervisor experience. Maintains fund and budgetary records of the City and CRA. Reviews fiscal records; assists in annual audit, preparation of year-end closing and CAFR schedules. Proficient with Excel and Word software. Apply by October 21, City of El Monte Human Resources, 11333 Valley Bl., El Monte, CA 91722. (626/580-2040; www.ElMonteCA.gov)

ACCOUNTING TECHNICIAN – Encina Wastewater Authority. Salary: \$3641 – \$4426 Monthly. Contact: Human Resources Phone: (760) 268-8802 Website: www.encinajpa.com The Encina Wastewater Authority (EWA) in Carlsbad, CA is seeking applications for an Accounting Technician. The position requires an Associates Degree in accounting or a closely related field and a minimum of five years of experience that demonstrates knowledge of accounting and auditing principles, and, the ability to perform internal financial control, accounts payable, accounts receivable, payroll and periodic financial reporting functions. Two years of additional qualifying experience may be substituted for the Associates degree. This position will assist in the coordination, planning, development, and implementation of the Authority's accounting and financial systems. Duties include maintaining the Authority's accounts payable, accounts receivable and payroll records, and assisting with the preparation of operating and capital budgets. Knowledge of accounting and auditing principles including cash management, deferred compensation administration, investment reporting, and public sector tax reporting regulations is essential. An application and detailed job description may be obtained by calling (760) 268-8802 or by visiting EWA's website at www.encinajpa.com. Applications must be received at 6200 Avenida Encinas, Carlsbad, CA 92009 by 4:00 pm, October 15, 2004.

DIRECTOR OF FINANCE - First 5 LA (a.k.a. Los Angeles County Children and Families First - Prop. 10 Commission) is seeking a proven Director of Finance. First 5 supports family-friendly programs, has an operating budget of \$10M, and revenue allocations in excess of \$750M. Reporting to the Executive Director, the Director of Finance has management responsibility for the agency's financial and accounting operations and should be competent in government auditing, reporting, and accounting principles and procedures. The ideal candidate will possess 10+ years of senior-level experience managing a finance/accounting function. A bachelor degree in business, accounting, and/or a related field

as well as a CPA and/or CMA certification is required. The salary range is \$92,250 to \$135,250 (DOQ). The filing deadline is October 29, 2004. To apply, contact James Lincoln, Partner, McCormack & Associates @ (323) 937-6838 and/or james@mccormackassociates.com. EOE

BUDGET SPECIAL PROJECTS MANAGER – City of Hesperia, CA. Salary: \$6613-\$8061/Month

+ Excellent Benefit Package. Hesperia is one of the largest cities in the High Desert with a population exceeding 70,000 spread over approximately 70 square miles. Hesperia offers quality of life with clear skies and year-round sunshine. The City has a primarily rural/suburban residential character, with a growing commercial base. The community has three high schools, a median age of 32 and affordable housing. The median home price is \$172,000. The City of Hesperia is a general law city governed by a five-member City Council elected to four-year overlapping terms. The City Council Members also serve as the governing board of the subsidiary Water District and the Redevelopment Agency. The City operates under a Council/Manager form of government with a full time staff of 132, including subsidiary entities. City departments include City Manager, Management Services (Finance, MIS and Human Resources/Risk Management), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement, Public Works (Street Division and Water Division) and Redevelopment, Police and Fire. The BUDGET/SPECIAL PROJECTS MANAGER is a new position that plans, directs, coordinates and supervises the activities of the citywide Budget program. Assist Departments in implementing budgets and monitors the City's annual capital and operating budgets; gathers, analyzes and presents critical financial budgetary information to the City Manager, Executive Management, City Council, Fire/Water and Community Redevelopment Boards. Plans for coming fiscal year and long-range financial planning for the City; monitors, reviews and analyzes budget variances to

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Up the Ladder

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ensure City expenditures fall within the guidelines of appropriation limits. Provides highly responsible and complex staff assistance to the City Manager for special projects. Desirable qualifications for the Budget/Special Projects Manager include the equivalent of three years of progressively responsible professional experience which involve general government operations, municipal accounting, data processing, auditing, financial analysis, budget and/or economic forecasting including one year of supervisory experience and a bachelor's degree in public or business administration, accounting, or a closely related field. A master's degree is preferred. Salary step advancement based on performance of up to 12% per year, not to exceed the top salary step. In addition, up to 3% annual bonus available for outstanding job performance. Interested applicants shall submit a cover letter, resume and required completed City application by 4:30 P.M., OCTOBER 8, 2004 at: City of Hesperia, Human Resources Division, 15776 Main Street, Hesperia, CA 92345. To obtain application contact: (760) 947-1100 or www.cityofhesperia.us EOE

CONTROLLER - Salary: \$89,828 - \$134,742/year. Superior Court of CA, County of L.A. seeks a professional to provide support to the Deputy Exec Officer, Administration & to assume responsibility for budget admin, revenue mgmt, internal fiscal controls & contract/grant prep. Req's 5 yrs increasingly responsible exp in an admin/mgmt capacity directing or assisting in the direction of a large public/private service-oriented org, w/responsibility for mgmt analysis & budget prep & control. Applicants respon for travel costs. For more info, visit www.lasuperiorcourt.org or call (213) 974-5224. EOE

FINANCE DIRECTOR - City of Menlo Park, CA. The City of Menlo Park (pop. 32,000), located midway between San Francisco and San Jose, is seeking an experienced and visionary professional to serve

as Finance Director. City provides full range of municipal services with 230 regular and 120 temporary staff, and a \$29 million operating and \$83 million total budget including capital projects, redevelopment agency and other funds. Current Director retiring after 22 years of service. Reporting to the Assistant City Manager, the Director oversees City's day-to-day financial operations including budget, financial planning, investment management, accounting, purchasing, revenue collection, general liability, bond issuance and audit oversight for the City and Redevelopment Agency. Director leads six staff, serves as City Treasurer, and is key advisor to City Council, City Manager and Management Team on budget and finance issues. Ideal candidate will be a talented finance professional with significant leadership experience in a complex public organization. Candidates should have a high level of integrity and competence in all areas of financial management, as well as excellent problem-solving, communication, interpersonal and consensus building skills. California municipal experience desirable. Bachelor's degree required. Annual salary to \$135,000 depending on qualifications. City offers the PERS 2% @ 55, single highest year plan plus an excellent management benefit package that includes performance based bonuses. For more information about the City, see www.menlopark.org. Detailed brochure available. Submit resume, cover letter with current salary, and three professional references by Friday, November 5, 2004 to: CPS EXECUTIVE SEARCH, 241 Lathrop Way, Sacramento, CA 95815, Phone: 916.263.1401, Fax: 916.561.7205, resumes@cps.ca.gov, CPS website: www.cps.ca.gov/search

ACCOUNTANT - Salary Grade F: \$49,740 - \$62,170 - \$77,710. Closing Date: Open until Filled. The Accountant is responsible for fixed asset accounting, including compiling data and supporting documentation needed to support the Agency's fixed asset listing. The incumbent is responsible for preparing and pro-

cessing general ledger transactions for the Accounting Division. For more detailed information, review the job announcement for this position on www.metroinktrains.com. Bachelor's Degree in Accounting or a related degree with a minimum of 3 years experience reconciling accounts, monitoring & verifying account activities, year end closing and audit functions, reconciling cash disbursements & revenue reports to cash balance reports. Send resumes to SCRRRA, Metrolink, 700 Flower Street, 26th Floor, Los Angeles, California 90017. Metrolink is an Equal Opportunity Employer with excellent benefits. FOR IMMEDIATE CONSIDERATION, APPLY DIRECTLY ON-LINE BY ACCESSING OUR WEBSITE AT www.metroinktrains.com.

Moreland & Associates, Inc. is a CPA firm serving all of California that provides interim financial staffing to cities and special districts experiencing temporary vacancies in key finance and accounting positions. We are seeking former Finance Directors and other professionals with governmental accounting experience who would like to work on a project basis, either full- or part-time. For more information, please contact Mindy Jacobs at 949-221-0025 x226 or mjacobs@moreland-assoc.com.

PRINCIPAL ACCOUNTANT (Job #231) - Orange County Sanitation District, Fountain Valley, CA. Salary: \$74,995 - \$93,744. Contact: Human Resources Department, Andrew Nau, Phone: (714) 593-7149, Website: www.ocsd.com, Deadline: 9/30/04, Under general direction and within tight deadlines, performs accounting duties requiring advanced knowledge and competency; maintains general ledger accounts, policies and procedures manuals, and financial information on intra/internet sites; prepares financial reports; supports debt service management; provides technical accounting assistance; and assists in developing the annual budget. This position requires the equivalent of a Bachelor's degree from an accredited

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Up the Ladder

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ited college or university with major course work in accounting or a related field, and 5 years increasingly responsible accounting experience. Knowledge of accepted accounting theory, principles and practices and good organizational, communication, analytical and computer skills are required. The ideal candidate will possess a CPA license and will have experience in local government utilities and with JD Edwards OneWorld financial information systems. To apply, submit a completed employment application by the final filing date. View a complete announcement and the employment application at www.ocsd.com.

DEPARTMENT MANAGER – Orange County Transportation Authority. Accounting & Financial Reporting. Salary Up to \$130,000 depending on qualifications. Professional Growth & Recognition, Excellent Salary & Benefits Package, Dynamic Organization & Projects, Great Location & Environment. If you've checked this list and meet the following requirements, then OCTA is looking for you! Requirements: Bachelor's Degree or equivalent in accounting, finance, business or related field; 10 years accounting experience & financial analysis; development of internal control systems & contract/project management (including 5 years in supervision). CPA & MBA highly desirable. Knowledge of governmental accounting & budgeting; understanding of government legislative processes/structures; ability to evaluate & present complex financial data; effectively supervise; direct data management systems; formulate short & long term objectives. Mail/fax resume with salary history to: OCTA-DMAFR, 550 Main St., PO Box 14184, Orange, CA 92863-1584 or FAX (714) 560-5899. Additional info: www.octa.net AA/EOE/M/F/D/V

FINANCE DIRECTOR – City of Oxnard, CA. Situated along a beautiful stretch of Pacific coastline, Oxnard is the largest city in Ventura County. The City is located about 60 miles northwest of Los Angeles

and 35 miles south of Santa Barbara. In the years since incorporation in 1903, Oxnard has gone from cattle grazing, to sugar beets and beans, to orchards, to more intensive farming with several crops grown in a single year, to servicing the defense industry, and finally to diversified industrial, housing, and commercial development. The City Manager is seeking a new Finance Director after the retirement of Stanley Kleinman from the position. The ideal candidate is expected to play a key role as a member of the budget team and therefore must understand the municipal budget process inside and out. Candidates who are adept and up to speed on the changing regulations in the municipal finance arena are of particular interest. A team player who is candid, honest and willing to make sound, thoughtful recommendations will be valued. The new Finance Director must also have the capability of building and growing a department where many key managers and staff will be retiring. The ability to recruit, select, and train new talent while continuing to grow the talent of the existing staff is of great importance. The ideal candidate will also possess sensitivity to the diverse culture of the organization and community. The salary range for the Finance Director is \$96,746-\$130,416 annually. In addition, the City also offers an attractive benefits package. If you are interested in this outstanding opportunity, please submit your resume to: Bob Murray or Jennifer Nitrio, Bob Murray and Associates, 735 Sunrise Avenue, Suite 145, Roseville, CA 95661, (916) 784-1985 fax, or e-mail: apply@bobmurrayassoc.com. Filing Deadline: November 4, 2004. Brochure Available. (916) 784-9080.

BUDGET OFFICER - City of Pomona, CA. Salary: \$5,453 - \$6,627 per month, plus 6% education incentive pay for a Master's Degree. The Budget Officer will assume responsibility for the development, maintenance, and operation of the operating and capital budgets for the City; perform a variety of advanced and complex professional

accounting functions involved in compiling, preparing and monitoring the City budget. Bachelor's degree from an accredited college or university with major course work in accounting, economics, finance, or a related field. Six (6) years of responsible experience in accounting, auditing, financial analysis, and/or economic forecasting. Must possess and maintain a valid California Class "C" driver's license. To obtain a complete job announcement and application, visit website: www.ci.pomona.ca.us or call JOBLINE: (909) 620-CITY (2489). APPLY AT: Human Resources Dept., 505 So. Garey Ave., Pomona, CA 91766. APPLY BY: 10/21/04.

CONTROLLER - San Diego County Water Authority. Salary \$87,618 - \$119,574. At-will senior management level position will manage the accounting division of the finance department; participate in performing professional accounting duties; participate in the development and presentation of annual operating and capital budgets; make complex and difficult financial and accounting analyses; and, supervise and provide expert professional assistance to managers and staff. Minimum qualifications include graduation from a four-year college or university with a major in accounting, finance, business administration, or a closely related field; and at least seven years of progressively responsible professional accounting experience, preferably in a governmental agency or utility; at least five years of which at a supervisory/management level; or an equivalent combination of training and experience. Desire CPA license and People Soft or related financial software experience. Submit applications by October 22, 2004. Visit www.sdcwa.org <<http://www.sdcwa.org>> for application procedures.

ATTENTION: CSMFO 2005 Annual Conference Exhibitors



CSMFO would like to invite your participation in our 2005 Annual Conference Exhibition. This is an exciting opportunity for you to showcase your product or services to approximately 450 potential customers, in the beautiful city of Burlingame in the San Francisco Peninsula.

Exhibitors play a very important role in this conference. Not only do they provide financial support to the conference, but they educate our government members on recent trends and solutions to what seems to be an ever-expanding number of challenges. The Exhibit Hall will be a focal point for the conference, offering you many opportunities to engage attendees from throughout the state of California. We do not believe there is another conference in California that offers more exposure to government finance officials than our annual conference does. Space is limited, so exhibitors will be selected on a first-come, first-served basis, taking into consideration the level of sponsorship.

Exhibitor packets will be emailed to all of our commercial members in late October. If you have any questions or if you don't receive your packet via email by the beginning of November please contact Susan Stark, Valley Transportation Authority, at 408/321-5595 or susan.stark@vta.org.

We hope that you are as excited as we are about this upcoming conference and hope to see you there!

CSMFO MiniNews



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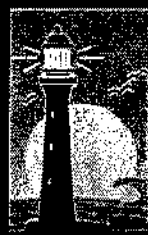
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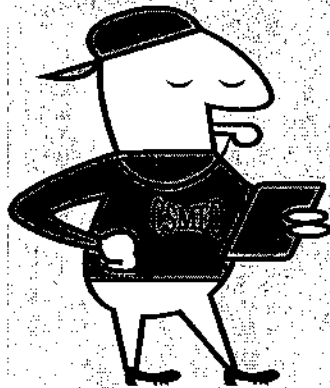


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Coaching Corner

The CSMFO Coaching Program will be kicking off a new year at the League of CA Cities Financial Management Seminar in Monterey, CA on December 1, 2004 at 5pm. Don't miss your chance to join in this program.

If you would like further details about the CSMFO Coaching Program please contact Karen Brust, 858/522-6671 kbrust@sdca.org or Don Maruska don@donmaruska.com, 805/772-4667.

Mark Your Calendars

Intermediate Governmental Accounting
October 12, 2004 - Santa Fe Springs, California
January 11, 2005 - Camarillo, California
February 9, 2005 - Redding, California

Fiscal Sustainability Training
October 25, 2004 - Cerritos, California

LAIF Conference
October 27, 2004 - Sacramento, California

CSMFO Weekend Training
November 19-21 - Sacramento, California

Financial Management Seminar
December 1-3, 2004 - Monterey, California

CSMFO Annual Conference
February 22-25, 2005 - Burlingame, California

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