



APRIL 2008

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Contact Info:

CALIFORNIA SOCIETY OF
MUNICIPAL FINANCE OFFICERS
PO Box 13308
Portland, OR 97213

(877) 282-9183
Fax: (503) 282-9183
www.csmfo.org

President's Message

— **Viki Copeland**, City of Hermosa Beach Finance Director, 2008 CSMFO President

Annual Conference

I want to thank all of those involved in putting together the Annual Conference in Anaheim last month one more time. It is a tremendous effort that requires a lot of work so I don't think we can thank them too many times. It was a great conference, with our highest attendance ever of 950! I hope you were able to join us there. If not, there are audio tape order forms for all of the 30 concurrent sessions and most of the keynote speakers on our website at www.csmfo.org. Some of the presentations are also there.

Many thanks to:

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President's Message, Continued from cover

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We also had a total of 71 exhibitors which made for a wonderful Exhibit Hall to visit. There were also breakfasts, breaks and a reception in the Exhibit Hall, creating a lot of opportunities to say hello or stop and visit with the exhibitors. A big thank you also goes to all of the speakers, moderators, room monitors and other volunteers who are too numerous to list here.

There were two preconference sessions, Getting Things Done and Reading People from the Outside In, which were both well attended with 99 attendees. The David Allen Company is making available some of their "Getting Things Done" newsletter articles to us so watch for those in an upcoming issue. Also, preliminary survey results show that all of our keynote speakers were well-received, with ratings mainly rated "excellent" or "very good".

The golf tournament was a success with beautiful weather for the 72 participants. The banquet, held at Stage 17 in Disney's California Adventure, hosted 526 attendees who were entertained by Patrick Martin's unbelievable magic, chauffeured in limos to the Tower of Terror, Soarin' Over California rides and the Animation Exhibit with Turtle Talk and who danced the night away to a video DJ. Judging from the number of attendees who stayed, it seems a good time was had by all. That carried through to the next day's sessions and closing lunch which had the highest attendance ever of 378.

The Annual Conference really exemplifies how CSMFO's volunteers make it a great organization.

President's Message, *Continued from page 2***Oregon Municipal Finance Officers Association**

Speaking of conferences, just on the heels of our Annual Conference in Disneyland, Thomas Fil, President – Elect, attended the Oregon Municipal Finance Officers Association (OMFOA) Spring Conference at the beautiful Sunriver Resort near Bend, Oregon as the CSMFO representative (CSMFO has reciprocal attendance agreements with our sister organizations in Alaska, Washington & Oregon) since I was unable to attend. The Sunriver Resort is an iconic setting with classic post and mortar construction nestled at the base of Mt. Bachelor.

Thomas reported that this four day event was filled with activities beginning on Sunday Evening, March 9th and wrapping up on Wednesday Afternoon, March 12th. He says that It seems that the folks in Oregon are dealing with many of the same issues we face in California, namely tough economics, voter imposed referendums, staffing shortages and, of course, GASB 45! However, he says that there was something decidedly different about the conference: small scale, folksy feel and the strong presence of County and special district officials.

Thomas says, “The OMFOA folks were gracious and I felt that many lasting friendships were made during my short stay that I can look forward to in the years to come.”

Past President's – Where Are They Now?

I hope you enjoy the following update from Past President Kurt Hahn, Healdsburg, 1993

**Life After Retirement For A Finance Director
By Kurt Hahn, Past President CSMFO 1993**

We all know a few who retired to the life of roaming in a motor home or quite regular semi professional golfing. Others took the route of continuing to work seasonally as Interim Finance Directors. My thoughts were different as I had been planning to do several years of part time University Teaching.

Yet when the day came to sign the contract with the University I received a call from a Doctor friend who had chaired the City Airport Commission. He informed me the current owner of our local hospital, the city's largest employer, was threatening to close the facility and said he needed my help. That translated to no university teaching and a part time no pay job to keep our local hospital open.

All that was nine years ago and I find myself still on the Healdsburg Hospital Board serving as a Director of the North Sonoma County Hospital District and this year on the Board of the California Hospital Association, the hospital equivalent of the League of California Cities. Do I regret that decision- absolutely not and as far as that goes I actually recommend retirees find something that uses some of their experience in municipal government in another field that is challenging and keeps their mind busy. Our friends who took to the golf course or motor home are the unfortunately in all too many cases the ones who died early.

The health care field is one that offers the satisfaction that one is helping a lot of people and for heaven's sake there is no bigger mess in the public policy arena that needs more work than health care. In my case it included such things as: crashing thru the Special District laws and LAFCO regulations to create a health care district in six months and campaigning for a parcel tax in a district wide election encompassing almost half of our County and going on using every bit of City experience to create the State's first multi hospital Joint Powers Authority and yes putting together a Hospital Certificate of Participation issue. Lastly and certainly interesting was running successfully in a contested election for the hospital board which incidentally I must do again in November 2008.

All is a lot of work but also fun which is the most important thing. Health care is one of those subject areas where the more you know the more you know there is out there you don't know. Technology is ever changing and the dynamics of Insurer and Federal as well as State interaction is unbelievably complicated. One does achieve small victories in this system and most especially those for the patients we serve which is what is really is all about.

Another interesting sidelight has been the opportunity afforded me by friends and relatives to visit a number of European Hospitals and learn how the systems work over there. Most of us would be very uneasy with the delays in England and the EU to getting treatment especially when one is retired. Others would be shocked at the rationing based on pre-set ages for many procedures and the absence of some of our most commonly used prescription drugs from the approved formularies of European Health care systems. No one including Michael Moore talks about that or co pays there which can under certain circumstances be quite high. Despite all its faults our system is better.

The bottom line is keeping ones mind and body busy in retirement is according to most I know synonymous with good health and it works for me. Do find an interesting and mind challenging activity in your retirement.

(Kurt Hahn served as Healdsburg's Finance Director from 1977-1998. He previously served a City Manager/Finance Director in Torrington and Riverton in Wyoming, Assistant City Administrator/Finance Officer for Duarte, California and an Administrative Analyst with the CAO's Office in Los Angeles.)

Last But Not Least

I am honored to serve as the 2008 CSMFO President. One of my goals is to be very accessible during my term so please do not hesitate to contact me at 310-318-0225 or vcopeland@hermosabch.org if you have ideas, requests or comments about CSMFO.

CSMFO Chapter Chairs

Central Coast

Jennifer Sorenson, Paso Robles
805-237-3999, jsorenson@prcity.com

Central Los Angeles

Eddie Malonzo, Cerritos
562-916-1369, eddie_malonzo@ci.cerritos.ca.us

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209-827-7099, melinda.wall@losbanos.org

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Michelle Romney, Oxnard
805-385-7475, michelle.romney@ci.oxnard.ca.us

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John Gerardi, Coachella
760-398-3502, jgerardi@coachella.org

Desert Mountain

Cindy Prothro, Lancaster
661-723-6038, cprothro@cityoflanaster.org

East Bay

Herbert Pike, Richmond
510-620-6729, herbert_pike@ci.richmond.ca.us

Inland Empire

Helen Leeds, Rancho Cucamonga
909-477-2700, helen.leeds@cityofrc.us

Monterey Bay

Marc Pimentel, Watsonville
831-646-3947, pimentel@ci.watsonville.ca.us

North Coast

Bill Mushallo, Santa Rosa
707-543-3092, bmushallo@ci.santa-rosa.ca.us

Northeast Counties

Steve Strong, Redding
530-225-4087, sstrong@ci.redding.ca.us

Northwest Counties

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Orange County

Esmyrna Jorge, Laguna Hills
949-707-2626, mjorge@ci.laguna-hills.ca.us

Peninsula

Stuart Schillinger, Brisbane
415-508-2151, schillinger@ci.brisbane.ca.us

Sacramento Valley

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San Diego County

Dennis Coleman, Solana Beach 858-720-2461
dcoleman@cosb.org

San Gabriel Valley

Mark Alvarado, Monrovia
626-932-5510, malvarado@ci.monrovia.ca.us

South Bay

Mike Whitehead, Rolling Hills Estates
310-377-1577, mike@ci.rolling-hills-estates.ca.us

South San Joaquin

Judy Bier, Selma
559-891-2260, judyb@cityofselma.com

Does your Internet Payment Application Meet Standards for Protecting Payment Card Data?

Submitted By David O. Kepper, Senior Relationship Manager, Government Banking, U.S. Bank National Association

With the rising number of credit card payments being made by telephone and the Internet, card related fraud has become a growing challenge — and not just for cardholders. Government agencies and commercial enterprises accepting and processing card payments can suffer severe damage to their reputations if cardholder data is stolen. Recognizing this escalating risk, the five major card associations — American Express, Discover Financial Services, JCB, MasterCard Worldwide and Visa International — together developed the Payment Card Industry Data Security Standard (PCI DSS). The standard includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures.



Compliance with PCI DSS is mandatory for any organization touching credit card data. “Regardless of whether you’re a bank, a barbershop or McDonald’s, if you touch card data, you must comply with the PCI standards,” says Michael Volk, a Senior Treasury Management Product Manager at U.S. Bank.

Before you select a provider, ask if they have received certification of PCI DSS compliance. If so, you can be assured your internet payment service provides a safe and easy method of collecting payments via the Internet and by phone — the latter either through integrated voice response (IVR) services or call centers. Pursuing PCI DSS certification represents a tremendous investment of time and human resources. Certification must address the following six compliance directives referred to as “categories”:

- Build and maintain a secure network
- Protect cardholder data
- Maintain a vulnerability management program
- Implement strong access control measures
- Monitor and test networks
- Maintain an information security policy

Within these categories are 12 “categorical requirements.” For instance, to maintain a vulnerability management program (the third category above), an organization must use and regularly update anti-virus software and develop and maintain secure systems and applications. In all, an organization must demonstrate fulfillment of 140 specific requirements to achieve certification. The process includes separate self-assessment, pre-assessment and final assessment phases. “With all of the problems being experienced in the industry with breaches of data security, PCI Data Security Standard certification should reassure customers that it is trustworthy and secure,” explains Volk. For more information on the PCI Data Security Standard, visit www.pcisecuritystandards.org.

CMRTA Celebrates 40 Years in 2008!

The California Municipal Tax and Revenue Association (CMRTA) will celebrate 40 years as a professional organization this year. Originally the CMBTA (California Municipal Business Tax Association) the organization was founded to provide regular networking to improve the skills, knowledge and professional growth of our members – then primarily business tax officials. The association now includes over 300 California local government revenue agencies and provides members with current tax and revenue education, training, certification and representation in relevant legislative efforts. A mentoring program is offered for new members.

We have created partnerships with other agencies of mutual interest and the benefits derived have been numerous. Just one instance of mutual benefit is our working relationship with the California Franchise Tax Board that has resulted in additional information exchange and revenue for both member cities and for the FTB.

The CMRTA currently has 3 divisions – each encompassing a region of the state. Normally division meeting are held quarterly at a different site within the division and each October we hold a major conference. This year's Annual State Conference, which also marks the organizations 40th anniversary will be held in San Francisco from October 15 to 17. These days are packed with classes, information as well as a technology exhibition and ability to meet and network with other members and associate members.

The organization offers a certification program and at this time there are 120 members through out California who have achieved the status of Certified Revenue Officer. Applicants are required to have time in their position as a revenue generator, hours in training through the organization or a recognized educational facility, and then pass a comprehensive test to achieve the title as a CRO.

Membership dues are \$50.00 annually and extend to all employees of the city / jurisdiction. During this time when we are looking hard at budgets, membership in CMRTA is an exceptional bargain.

Please visit our website www.cmrt.org for more information about our organization. OR -you may contact either us (see below) for questions.

Susan Bovee

CMRTA Membership Chair
susanb@moval.org

Susan Oliver

CMRTA Certification Chair
Susan4011@sbcglobal.net



Lockbox Processing Options for Public Agencies

Susan M. Cotton, CTP Money Matters Consulting

One way for a public agency to streamline the collection of water, sewer, utility or other types of recurring remittances is to outsource the processing to a lockbox provider. Lockbox processing involves a third party service provider, typically a bank, handling all of the activities involved with remittances, to include collecting, depositing, and reporting. By utilizing lockbox services, an agency reduces mail, processing, and check clearing float, allowing funds to be collected more quickly than through normal office processing. The following concepts should be considered when contemplating a move to lockbox processing:

Volume

Lockbox processing is very volume driven. There are two primary types of lockbox services based on volume – wholesale lockbox which processes a low volume of high ticket items (property taxes, for example) and retail lockbox which processes a high volume of low ticket items (water payments for example). Some providers also offer a hybrid service for medium range volumes that require hands-on attention such as keying in data. One bank, for example, calls its hybrid service, “Wholesale Lockbox.” When considering whether your agency qualifies for Retail Lockbox service, the key question concerns the volume threshold, which can range from 5,000 to 20,000 items minimum a month.

What Lockbox Can Do for You

Lockbox processors will perform the following basic functions for an agency: collect remittances from the Post Office, open the mail, scan or key in the coupon information, scan or key in the check information, encode and endorse all of the checks received, deposit the checks to make check clearing deadlines, and create and send an electronic file and/or a hard copy report with information on the items processed each day. Any number of exception-type activities can be arranged for, such as creating customized reports, mailing any correspondence received, making photocopies of the checks received, reconciling mismatched items, etc. A new service that some of the major banks are offering is ARC or Accounts Receivable Conversion, whereby the checks received by the lockbox are converted to ACH debits.

Costs of Lockbox Processing

The primary cost component of lockbox processing is the per item fee. For Wholesale Lockbox, the per item fee might range from \$.50 - \$1.00, and there would be several other charges, such as monthly maintenance, P.O. Box rental, photocopies, and any special handling requirements. For Retail Lockbox, the per item fee might range from \$.15 - \$.30 for matched items (one coupon and one check with matching dollar amounts), and the other charges as described for Wholesale Lockbox would also apply, plus charges for data transmissions, ARC, and MICR rejects. The per item fee for Retail Lockbox items is increased for: multiples (one coupon with more than one check or the reverse), mismatched items (coupon and check amounts do not match), check only (no coupon), and reject items, such as coupon only with no check. The higher the volume, the lower the per item price because lockbox processing, especially Retail Lockbox, benefits from significant economies of scale.

Requirements for an Agency

In order to be able to benefit from Retail Lockbox processing, an agency needs to have the following items in place in addition to the volume requirements:

1. The agency needs a scannable remittance document or coupon. The lockbox service provider will give the agency document specifications for both the envelopes and coupons if scannable documents are not currently being used.
2. The agency has to feel comfortable with all of the remittances being mailed by customers to a P.O. Box most likely located in a different city. The lockbox processing sites are typically located in the downtown areas of major cities, such as Los Angeles, San Francisco, Dallas, etc.
3. The agency needs to have the applicable technology in place, such as the ability to receive a lockbox file and have that information uploaded to the agency's Accounts Receivable system. If the computer connection is not in place, then the agency would receive only a hard copy file and have to manually input the data.

Managing Portfolio Risk, continued

4. The agency needs to have fairly clean processing already, whereby there is a low percentage (10% or less) of mismatched or exception items.

Lockbox Selection Criteria: When selecting a lockbox service provider, an agency should consider and rank the following criteria:

1. Protection of public funds (collateralization of deposits);
2. Financial strength of provider (capitalization, bank ratings, profitability);
3. Ability to provide basic remittance processing services;
4. Ability to provide enhanced services, such as ARC and exception handling;
5. Experience providing lockbox services to other with public agencies;
6. Quality of references (agencies with similar volumes and requirements); and
7. Cost to agency (overall pricing, costs of programming, and staff time).

Summary

If an agency is looking at outsourcing possibilities, then lockbox could be an effective option for remittance processing. Consider lockbox before investing in new remittance processing equipment, renewing an equipment servicing contract, or hiring additional staff. And, perform a thorough cost-benefit analysis before signing on the dotted line with a potential lockbox provider. The universe of lockbox providers continues to grow with many choices available among bank and non-bank providers, making the market very competitive right now.

**Faces and Places****New Members**

Shauna Clark, California State University Northridge
Wanda Thurston, Oceanside
Chad Reed, Quartz Hill Water District
Debbie Kennedy, Quartz Hill Water District

Karen Shaw, County of Marin
Samuel Ynzunza, Cabrera Capital Markets, LLC
Mark Carlson, Pleasant Valley Recreation & Park District
Jodi Pieczynski, UBS Financial Services Inc.

A Helpful Tip from your Technology Committee

Did you know that in addition to our great general CSMFO email groups there are also chapter specific email groups?

Be sure to sign up with your chapter email group so you can easily discuss issues for your geographic area!



First-Time Budget Award Recipients

Cindy Guziak, Chair, Budgeting & Management Reporting Committee

The 2007/08 Budget Awards Program finished with the announcement of award winners at the annual conference last month in Anaheim. The Budgeting & Management Reporting Committee received 138 applications (113 from cities and 25 from special districts) as follows: 103 – Operating Budget; 21 – Capital Budget; 11 – Public Communications; and 3 – Innovation. Of the 138 applications submitted, 131 received awards.

The Committee is pleased to announce the first-time recipients in the following categories:

Operating Budget – Excellence

- Castaic Lake Water Agency

Operating Budget – Meritorious

- Beach Cities Health District
- Rialto
- So. Bay Regional Public Communications Authority
- Whittier

Capital Budget – Excellence

- Richmond

Public Communications – Excellence

- Walnut Creek

Innovation – Meritorious

- Brentwood



This year's winner of the Distinguished Budget Cover Award is the Cucamonga Valley Water District.

Congratulations to everyone and a big thank you to all the reviewers!

Presentation Skills for Finance Professionals A One-Day Skills-Based Workshop

Presented by Neil Kupchin, Kupchin Training Associates

The workshop to be presented is skill-based, in that technique and strategies will be presented and discussed in detail during the morning session, while in the afternoon participants will have the opportunity to plan and deliver a presentation, which will be video-taped. Participants will receive constructive feedback and suggestions from the Consultant and other participants. The opportunity to view your own presentation on videotape and receive positive feedback and suggestions is critical to your success in making presentations.

The Workshop will be presented in three phases:

- Preparing and Organizing the Presentation
- Writing a Presentation Plan
- Delivering and Evaluating the Presentation

****** Register online at www.csmfo.org******

Attendance will be limited to 15 people. All fees must accompany your registration and be received by the May 2, 2008 deadline. There will be a \$35 processing fee for any changes or cancellations made prior to the May 2, 2008 deadline. No refunds, changes or cancellations will be processed after that date. (9 hours of CPE credit are available). Questions regarding the seminar should be directed to Kim Nakamura at (805) 388-5322 or knakamura@ci.camarillo.ca.us. The Career Development Committee is excited about presenting this exceptional training opportunity by Neil Kupchin, Kupchin Training Associates of Long Beach, CA. The Career Development Committee is excited about presenting this exceptional training opportunity by Neil Kupchin, Kupchin Training Associates of Long Beach, CA.

We look forward to seeing you in Monrovia!!

Central Los Angeles and South Bay Chapters Invite You To Our Next Meeting

Tuesday, April 15, 2008 | 11:30am - 1:30pm
Cerritos Library
18025 Bloomfield Avenue, Cerritos, CA 90703
(562) 916-1340

Featured Speaker:

Adina Vazquez, Senior Project Manager, District Administration Services
 MuniFinanical

"Assessment Districts – When Are They Really Over?
 Update on Property Tax Delinquencies"

Cost is \$35.00

For reservations please contact:

Eddie Malonzo at the City of Cerritos (562) 860-0311 ext. 2037
 E-mail: eddie_malonzo@ci.cerritos.ca.us

Mike Whitehead at the City of Rolling Hills Estates (310) 377-1577
 E-mail: mike@ci.rolling-hills-estates.ca.us

Please RSVP by Thursday, April 10, 2008 and make checks payable to the City of Cerritos. No Shows who RSVP will be invoiced.

Monterey Bay Chapters Invite You To Our Next Meeting

Friday, May 16th | 11:00am - 2:30pm
Green Valley Grill, Watsonville
40 Penny Lane, 4th Floor-Banquet Room
CPE: 2.0 units

Topic 1: State of the State

An update by the League's Regional Public Affairs Manager Deanna Sessums.
 Focus on the impacts to local government from the Governor's May Revise

Topic 2: Sales Tax- Auditing, Promoting and Trends

Presentation by MuniServices Mary Flynn, Client Services Manager Focus on the status of local sales tax revenue and trends that are emerging

Any questions, contact:

Marc Pimentel, Chapter Chair, CSMFO Monterey Bay, Administrative
 Services Director, City of Watsonville (831) 768-3470
 E-mail: mpimentel@ci.watsonville.ca.us

Building Bridges Between Cities, Counties, and Special Districts

Don Maruska, Master Certified
 Coach Director, CSMFO Coaching Program

2:00-3:00 p.m. PT, Wednesday, April 23
 DIAL 646-519-5883 [callers' PIN 7592#] or new live audio via the web [powered by Granicus] at www.csmfo.org/coaching "Live Audio and Archives."

Panel Discussion Topics:

1. What are the similarities and differences between finance practices in cities, counties, and special districts?
2. What are the opportunities for finance professionals in cities, counties, and special districts to work together more effectively?
3. What are some of the obstacles or challenges as well as incentives to collaborate?
4. How can CSMFO and other professional organizations and leaders work together to foster productive collaboration?

Follow Up Discussion Topics:

1. Where does our agency need to work more closely with other agencies?
2. How can we encourage stronger collaboration?
3. What would be good opportunities for us to pursue together?

See "Coaching Corner" at
<http://www.csmfo.org/coaching>

Job Postings March 2008

Finance Analyst, City of Elk Grove **\$63,175 - \$88,445**

Reviews and analyzes the City public facilities finance programs including all fee programs and special districts. Conducts studies and analysis relating to the activities or operations of the City or functional area to which assigned. Performs strategic financial analysis, finance district annexation procedures, and debt management as assigned. Conducts economic and policy analysis of capital projects and special districts under the direction of the Finance Director. Determines analytical techniques and information gathering processes and obtains required information and data for analysis. Analyzes alternatives and makes recommendations for CFD districts, fee programs, and other studies. Develops budget estimates for City capital improvement funds, special districts, and related items. Performs annexations to the City finance districts. Conducts a variety of special projects and studies for the Finance Department. Performs various financial analyses as requested. Provides technical assistance and advice on debt and capital financing issues; fee programs; and assists in the development of multi-year capital improvement programs.

Debt Finance Manager, County of San Diego **\$75,000 - \$95,000 DOQ**

The Debt Finance Manager administers and manages the County's debt portfolio and assists with the management of numerous Countywide financial issues; executes new financings and provides County executives with authoritative analyses and recommendations relative to debt financings, as well as general and regional market/economic conditions.

Qualifications: BA degree in business administration, economics, finance or accounting AND 5 years of experience performing financial and debt analysis. Knowledge of the following is also required: municipal financing techniques and requirements for short-term & long-term financing instruments; FSEC regulations, practices, and procedures; federal, state, and local laws, and regulations related to the financial activities of local government; accounting and auditing principles, methods, and techniques; fiscal and budgetary principles and procedures. Additional years of experience may be substituted for the education requirement on a year-for-year basis.

Please e-mail your resume to Isabel.Gomez@sdcounty.ca.gov. For additional information contact (619) 236-2191 EOE

Director of Finance, Town of Castle Rock **\$89,315 - \$125,008 per year**

Prior experience as an Assistant Finance Director or a Finance Director in a comparably sized community and experience with a Colorado local government finance organization preferred. Knowledge of TABOR and self-collection of sales and use tax is also desired.

The successful candidate will have exceptional human relations skills and a minimum of 5 years of high-level financial management experience, including a minimum of two years direct supervisory experience. A Bachelor's Degree in business, finance, accounting, public administration or related field, plus continuing education in public finance and management is required. A Masters Degree in public administration or related field is preferred. A CPA is desirable but not required. Salary range: \$89,315-\$125,008 plus an executive benefits package DOQ/E. Position closes April 11, 2008. Please submit cover letter and resume to: Mark Stevens, Town Manager, Town of Castle Rock, c/o Human Resources, #FD2008-01, 100 N Wilcox St, Castle Rock, CO 80104 or email to jobs@crgov.com. EOE

Accounting Supervisor, WESA/EVMWD **\$5,811 - \$7,626 month**

Under general direction, supervises and participates in performing professional accounting duties in the analysis, preparation and maintenance of financial records and reports; supervises the technical and clerical accounting such as accounts payable and receivable and payroll functions; performs difficult and highly detailed accounting analyses and work with staff and departments to resolve accounting and reporting issues; and performs other related duties as assigned.

Qualifications: Minimum of Bachelor of Science/Arts in Accounting, Finance or related field.

Experience: Five years with 1-2 years supervisory experience specifically in general accounting such as AP, AR, and payroll; knowledge of principles of governmental accounting; develop and maintain procedures & internal controls; basic audit principles; analysis and preparation of financial reports.

Complete and submit a WESA application and supplemental questionnaire.

Job Postings March 2008, continued**Financial Analyst II or I, City of South San Francisco**
I: \$65,544-\$79,668/yr. II: \$72,072-\$87,612/yr.

The ideal candidate is self-motivated, a team player, energetic and enthusiastic, a problem solver with a sense of curiosity, a sense of humor, and a passion for analysis and public service. Excellent communication skills (oral and written) are required, and candidates should be proficient in Excel. A Bachelor's degree from an accredited college or university in Finance, Public Policy or Administration, Economics or Economic Development, Political Theory or a related field is also required, and public sector experience preferred. Candidates should prefer a dynamic work environment, be able to juggle multiple tasks and projects, and enjoy working with other departments.

Candidates for the junior position would require a Bachelor's degree, would have at least one year of relevant analysis experience, preferably in the public sector, be proficient in Excel, and should have excellent communication skills. A candidate would qualify for the senior position by demonstrating 3 or more years of directly related experience in a public sector agency, and having a successful track record in areas that demonstrate more responsibility, such as: revenue or budget analysis, project management, forecasting/modeling, or inter-departmental team leadership. A Master's degree in a relevant field may substitute for one year of experience.

Send cover letter and resume to Human Resources Department, City of South San Francisco 400 Grand Ave., P.O. Box 711, South San Francisco, CA 94083 or email web-hr@ssf.net no later than 5:00 p.m., Friday, May 2, 2008. EOE

Senior Financial Analyst or Financial Analyst, City of Santa Clarita
\$5,566 - \$6,766/mth or \$5,169 - \$6,283/mth (A Step - E Step)

Under the direction of the Finance Manager, performs technical and complex accounting and analytical work in the preparation, maintenance, and implementation of the city's financial records, reports, budgets and systems; directs or assists in directing the accounting work of the City's Finance Division.

The selection process will include one or more of the following: written exam, technical knowledge assessment, writing skill assessment, and/or oral interviews. If you require special accommodations to participate in the application/selection process, please notify Human Resources for assistance.

Only degrees recognized by the U.S. Department of Education and accredited by the Council for Higher Education

Accreditation will be accepted.

A completed online City application is required to apply for this position. All employment information must be provided on the application. Providing a resume is not a substitute for completing this section of the application.

For more information or to apply online please visit www.santa-clarita.com.

Application Deadline: 5:00 p.m., Friday, April 11, 2008

The City of Santa Clarita is an Equal Opportunity Employer.

Accountant, City of Lakewood
\$3,809 to \$4,631 per month

Duties may include, but are not limited to the following tasks: maintains accounting records for the City and Redevelopment Agency; performs a variety of technical accounting work; compiles financial data in spreadsheet format; and assists with the preparation of the State Controller's Report, Street Report, grant reports and reimbursement requests, and other periodic special reports; reconciles monthly bank statements; reconciles general and subsidiary ledgers; researches and analyzes transactions to resolve discrepancies; prepares routine journal entries and year-end closing and adjusting entries; assists in the month-end closing process, including account analysis and the distribution of financial reports to the departments; assists in the preparation for the Comprehensive Annual Financial Report (CAFR); and participates in conducting annual physical inventories.

Education & Experience – Any combination of education and experience, which provides the required knowledge, skills and abilities, is qualifying. A typical example would be a Bachelor's degree in Accounting, Finance, Public or Business Administration, or a closely related field and two years of responsible, professional accounting experience. Municipal experience is desirable.

Special Requirements – Possession of a valid Class "C" Operator's license issued by the California State Department of Motor Vehicles and a good driving record.

Senior Financial Services Manager, Contra Costa County Superior
\$77,862.40 - \$94,642.24

The Senior Financial Services Manager's management responsibilities include but are not limited to: preparation and ongoing monitoring of the Court's annual budget;

Job Postings March 2008, continued

assists in the development of fiscal policies and procedures; monitors fiscal operations to assure conformance with policy, procedure and legal requirements; prepares accounting reports and statements; oversees the distribution of fines and fees and the accounting aspects of court case management; represents the Court in contacts with representatives from the Administrative Office of the Courts (AOC) and other agencies; trains, mentors and develops subordinate clerical and accounting staff; and, acts as Chief Financial Officer in his or her absence.

The person appointed to this position will also be cross trained with other management staff in the Financial Services Division including the Senior Financial Services Manager assigned to manage the Payroll Unit. Thus, understanding of, and experience in payroll accounting is desirable.

The person appointed to this position must exemplify all the core competencies expected of court managers including being a leader of change, being a leader of people, being results oriented, possessing good business acumen, and being able to build coalitions and communicate effectively with all others.

Senior Accounting Technician, San Dimas **\$4,098-\$4,956 Monthly**

This position works under general supervision, prepares closing entries, monitors inventory, capital asset depreciation, enforces Business License program; monitors and maintains City grants, analyzes and forecasts budget, prepares various financial and statistical reports, and performs related duties as required. A combination of education and experience that could likely provide the desired knowledge and abilities is preferred such as: a Bachelor's Degree in Business Management or related course study; or an Associate's Degree and/or technical certification, supplemented by related course study in governmental accounting with increasing responsibility and experience. Five years of increasingly responsible technical and governmental accounting experience in the maintenance of financial, accounting, and statistical records, preferably including business license and budget forecasting experience. General benefit package includes: 2% @ 55 PERS Retirement Program, longevity pay, \$1,025 monthly cafeteria benefit allowance, paid life insurance, long term disability insurance, matching deferred compensation program, 112 Hours of Vacation per year, 96 Hours of Sick Leave per year. **APPLY BY:** The deadline for receipt of applications is Wednesday April 28, 2008 by 5:00 PM.

E-mails and faxes will not be accepted. A City application is required. A resume may be attached to the application but is

not required. Applications and job flyers can be downloaded from the City website at: www.cityofsandimas.com or obtained at: San Dimas City Hall - Personnel, 245 East Bonita Avenue, San Dimas, CA 91773 Phone (909) 394-6211.

Finance Director, City of Crescent City **Up to \$80,000 DOQ**

Manages, plans, organizes and directs all aspects of accounting, financial and budgetary functions. Bachelor's degree in finance, accounting or closely related field. Four years of responsible accounting/financial management experience with a municipality or public accounting organization, two of which include supervisory experience. A CPA or CGFM certificate is preferred.

Chief Financial Officer/Controller, East Bay Regional Park District **\$110,281 - \$140,733 DOQ**

Reporting to the Assistant General Manager for Finance and Management Services, the CFO/Controller oversees a total District budget of \$147 million. Finance Department resources include a budget of \$2.6 million with 18 employees. Specific services provided by the Finance Department include: maintaining accounting, accounts payable, and payroll records; developing and monitoring the District's budget; preparing financial reports; preparing long-term financial projections; administering bond and other debt requirements; cash management; conducting internal audits; and providing financial planning support to the General Manager.

A Bachelor's degree and at least eight years of increasingly responsible experience in accounting and fiscal management, including at least two years at the management/supervisory level are required (Master's degree or CPA certification may substitute for two years of experience).

Please submit cover letter, resume, current salary and the names of three work-related references by Friday, May 16, 2008 to: Visit District website at www.ebparks.org.