

**FEBRUARY 2009**

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## President's Message

— **Thomas Fil**, Finance Director, City of Belmont, 2009 CSMFO President

### ***Are We Facing the Most Difficult Fiscal Challenge of the 21st Century?***

There is little question that 2009 could present us with the most difficult fiscal challenges to hit municipal government in the 21st Century and, for nearly every public finance officer, the toughest budget environment seen in a career.

Does anyone recall a succession of federal stimulus packages like the ones we are seeing now, let alone the trillion dollar price tag? Or a state budget deficit that no one knows how to balance? At least the budget gap in the '90s and earlier this decade had some hope of being closed, but at a staggering \$42 billion? Unfathomable! Based on your latest revenue results, are you totally confident about the fiscal future of your own organization?

So, what should we make of all this? Clearly, now more than ever, being well-informed, armed with the latest tools of the trade and connected to the industry is imperative. And, that's where CSMFO comes in.

Later this month, starting with Pre-Conference sessions beginning Tuesday, Feb. 17 and running through Friday, Feb. 20, you will have an opportunity to join your peers at the most comprehensive municipal finance training event offered on the west coast.

A group of very talented people have been working tirelessly for months to bring you the best selection of

programs, latest industry developments, and most relevant content possible. All of this offered at a world class venue and at prices you can't afford to pass. So, if you haven't registered already, were thinking you'd skip this year or that it's too late, it's not. Simply browse to [www.csmfo.org](http://www.csmfo.org) or call 877-282-9183 and the good folks at Smith Moore & Associates will get you registered.

Indeed, this year we will redefine the meaning of "*Climbing the Hills of Municipal Finance*"!

While the Annual Conference is our main event, CSMFO is also working on a number of other initiatives that I would like to share with you. But first, I think it is important to state that your Board of Directors are very mindful of our purpose, i.e. our Mission Statement.

### **CSMFO MISSION STATEMENT**

*The California Society of Municipal Finance Officers is the statewide organization serving all California municipal finance professionals.*

*We promote excellence in financial management through innovation, continuing education and the professional development of our members. CSMFO members are deeply involved in the key issues facing cities, counties, and special districts in the State of California.*

**President's Message, continued**

*We value honesty and integrity, and adhere to the highest standards of ethical conduct.*

With our mission statement in mind, CSMFO will be focusing on the following three goals this year:

1. Training and professional development
2. Support for chapter engagement and delivery
3. Outreach and marketing of CSMFO

With regard to Goal #1 - Training and Professional Development, we plan to survey all of you in an effort to identify your needs and priorities. We want to drill down into the detail here and differentiate responses by director and staff, government and commercial members, regions and chapters, etc. With this information in hand, we will develop a road map for the future and ultimately implement a comprehensive plan to bring you the very best customized training and professional development opportunities possible.

Goal #2 - Support for Chapter Engagement and Delivery reflects our focus on you, the member. We want every interaction you have with CSMFO to be beneficial to you. Accordingly, we plan to expand information flow and exchange to, from and between chapters. The first step has already taken place as the Chapter Chairs, similar to corporate division managers, are now actively participating at the Board level. We will also use the Chapters to share best practices and programming ideas that are working well throughout the state so that we can all glean from them. Lastly, the Chapters will receive additional financial resources, information and support for enhanced chapter success.

Goal #3 - Outreach and Marketing of CSMFO is a long-term critical success factor for this organization. By getting the

word out through our Membership Brochure, developing relationships with universities to attract new entrants to the profession and expanding connections with other professional organizations, CSMFO will grow and increase its vibrancy. We believe we can offer more value for the training dollar than any other professional organization devoted to the municipal finance professional.

Last month, the CSMFO Board appointed Laura Nomura, Finance Director/Treasurer for the City of Irwindale to fill the vacancy created by Ronnie Campbell's seat. Laura has been serving as a Chapter Chair and Vice Chair of the Budgeting and Financial Reporting Committee. Congratulations Laura!

I would like to conclude my inaugural message by thanking all of those who volunteer their time on behalf of CSMFO. Whether they are Officers, Board Members, Committee Members, Chapter Chairs, Local Host Committee Members or individuals who serve in another capacity, it is their commitment to this organization that makes it all possible. They perform these functions with no financial reward, except for love of the profession. Their selflessness is truly remarkable and our lives are enriched by their efforts. In particular, I want to thank Viki Copeland, Past President. Viki is a leader, a mentor and a friend. She has set the bar very high for Presidents to come. As your President, I appreciate your trust in letting me lead this organization for the next year and I'm looking forward to devoting myself to CSMFO during what could be the most difficult fiscal time for municipal government in the 21st century. Alas, I think I'll have a little fun while I'm at it as well!

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## Executive Director's Message

— Melissa Dixon

It's been a month since Smith Moore & Associates (SMA) came on board with CSMFO. We've been very busy helping market the conference, processing registrations, handling the influx of membership renewals, pulling together the Annual Report, and in general making sure we understand the organization and its members. It occurred to me, however, that many of you probably don't understand us.

### What does an association management company do?

I get this question a lot...and the answer is, "everything!" We do whatever the association does...if there's a meeting, we'll plan it; if there's a newsletter, we'll publish it; if there's a membership directory, we'll pull together the data. In essence, we are the staff for CSMFO.

Association management companies (AMCs) are used by organizations to achieve economies of scale. For the cost of one full-time executive director, an association can contract with an AMC and have access to a multitude of specialists. At SMA, we have staff expertise in the areas of governance, administration, information technology, accounting, graphic design, publications, membership, marketing, meeting planning... even local government. In addition, we have resources and contacts that offer great rates to our clients because we provide them with so much business, such as printing, long-distance phone calls or bundling 990 preparations.

### Who at SMA is working with CSMFO?

All staff at SMA participate in answering phones and helping out when necessary, but your main CSMFO staff are: Kaila Ricci, Justin Lewis, Elizabeth Cardwell, Tony Willert, Ashley Paul, and me.

As your executive director, I am responsible for the overall management of CSMFO. I've been in association management for more than 11 years, and helped open SMA in July 2006. I have a Bachelor's Degree in English and an MBA with a specialization in nonprofit administration. I also have a belief in local government – cities, counties and special districts are the forms of government most responsive to communities' needs. As the finance officers of those forms of government, CSMFO members have an inherent fiduciary responsibility to those communities. Without accurate and responsible financial reporting, those cities, counties and special districts could not possibly presume to serve their constituents.

Kaila Ricci is your Meetings and Membership Manager, and has been working with the CSMFO conference planner to ensure the on-site registration process goes smoothly. Kaila has been with SMA for nearly two years, but has worked with SMA staff for more than five years. Kaila will be on-hand at the conference in San Francisco.

Justin Lewis is your IT Manager, and has been working with the Technology Committee and CSMFO contractors to ensure the Web site is updated and working properly. Justin is a self-proclaimed Internet 'nerd', having worked in ISP tech support prior to joining SMA in October 2006.

## CSMFO Chapter Chairs

### Central Coast

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

### Central Los Angeles

Vacant

### Central Valley

Teri Albrecht, City of Merced  
209-385-4753, albrecht@cityofmerced.org

### Channel Counties

Catherine Haywood, City of Thousand Oaks  
805-449-2232, chaywood@toaks.org

### Coachella Valley

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

### Desert Mountain

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

### East Bay

Herbert Pike, Association of Bay Area Governments  
herbertp@abag.ca.gov

### Imperial County

Vacant

### Inland Empire

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

### Monterey Bay

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

### North Coast

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

### Northeast Counties

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

### Northwest Counties

Stephanie Beauchaine, City of Rindell  
707-764-3532, finance1@riodellcity.com

### Orange County

Carol Jacobs, City of Stanton  
(714) 890-4226, cjacobs@ci.stanton.ca.us

### Peninsula

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

### Sacramento Valley

Vacant

### San Diego County

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

### San Gabriel Valley

Alan Kreimeier, Azusa  
626-812-5291, akreimeier@ci.azusa.ca.us

### South Bay

Agnes Walker, City of Redondo Beach  
310-973-1802, awalker@rcc911.org

### South San Joaquin

Ronney Wong, City of Fowler  
559-834-3113, rwong@ci.fowler.ca.us

**Executive Director's Message, continued**

Elizabeth Cardwell is your Meetings and Membership Assistant. Liz has been inundated this past month, as she is responsible for processing both membership renewals and conference registrations. She already has an in-depth understanding of CSMFO's membership and many of you have seen first-hand how responsive she is to your inquiries. Liz has been with SMA since November 2007, and will also be on-hand at the conference in San Francisco.

Tony Willert is your Bookkeeper. He has been working diligently to ensure his understanding of CSMFO financials so that he may meet the needs of the Board and the membership. Tony is incredibly dedicated to ensuring accurate books, and has a deep respect for municipal accounting. He joined SMA's team in June 2008.

Ashley Paul, your Communications Assistant, is one of the newest members of SMA's staff, joining us just this past December. Ashley has been instrumental in compiling these MiniNews, as well as the Annual Report. She will also be handling advertising for CSMFO, and has already developed multi-tiered ad prices/sizes to allow for greater flexibility on the side of the advertiser.

*On behalf of Ashley, let me ask you here to please submit any articles or bits of information you feel could benefit the CSMFO membership. Something you implement in your agency may be useful to others. Have an employee you want to recognize? Send us the information. Associations thrive when its members feel connected to one another—submitting your information for the monthly MiniNews is a great way to accomplish this. Remember, the deadline is the 25th of each month!*

I hope you enjoyed learning a bit about SMA...I look forward to learning more about you, and especially to seeing all of you at the 2009 CSMFO Annual Conference, Feb. 18-20 at The Westin St. Francis in San Francisco!

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**Fiona Young, Administrative Assistant**  
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## Officers, Directors and Standing Committees

### President

Thomas Fil, City of Belmont

### President Elect

Ronnie Campbell, City of Camarillo

### Past President

Viki Copeland, City of Hermosa Beach

### Board of Directors

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Mary Dodge, City of El Cerrito  
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## Committees

### Administration

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David Cain, Chino  
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Bob Biery, Westlake Village  
Stephen Dunn, Upland  
Steve Conway, Los Gatos

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Dennis Danner, Newport Beach  
Brad Grant, Merced

### Budgeting & Management Reporting

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Laura Nomura, Irwindale  
Gina Schuchard, City of West Hollywood  
Chu Thai, Beverly Hills  
Cindy Guziak, Orange County Fire Authority  
Agnes Walker, SBRPCA

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Terrence Beaman, Placentia  
Christy Pinuelas, Agoura Hills  
Margaret Moggia, West Basin  
Mary Bradley, Sunnyvale  
Ronnie Campbell, Camarillo

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Julia James, South Gate  
Irwin Bornstein, Mission Viejo  
Scott Johnson, San Jose

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Steve Groom, Beach City Health District  
Brent Mason, Riverside  
Bob Torrez, Burbank  
Mary Dodge, Cerrito

### Professional & Technical Standards

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Sandra Schmidt, Las Virgenes MWD  
Crystal Alexander, Culver City  
Bill Statler, San Luis Obispo  
Pauline Marx, San Francisco

### Technology

John Adams, Thousand Oaks  
Barbara Boswell, Lancaster  
Mike Whitehead, Rolling Hills Estates  
Mark Moses, Stockton  
Thomas Fil, Belmont

## CSMFO 2009 Annual Conference

**Tuesday, Feb. 17 through Friday, Feb. 20, 2009**  
**The Westin St. Francis, San Francisco, California**



### Hotel Reservations

- Call 1-800-Westin1 to make reservations
- For more information about The Westin St. Francis, please call 415-397-7000

### ***"The San Francisco Experience"*** ***CSMFO's Thursday Night Gala Event***

Join fellow CSMFO members and visit San Francisco's North Beach Area on a cable car ride. North Beach is renowned for its classic Italian eateries and you'll have the opportunity to dine in one of North Beach's historic restaurants.

After dinner, you'll be attending CSMFO's own private showing of Steve Silver's "Beach Blanket Babylon" – the longest running musical revue in theatre history. The show has had more than 12,000 standing room only performances in San Francisco and continually evolves in its hilarious parodies of current events and popular icons as today's headlines unfold.

#### Dinner and Show

6 p.m. – 10:30 p.m.

\$100

#### Dinner only

6 p.m. – 9 p.m.

\$75

Visit [www.csmfo.com](http://www.csmfo.com) for more information about the Annual Conference and to

### ***Advance Sign-up for Free Speed Coaching Session at Annual Seminar***

Want to give your career an extra boost? Sign up in advance for this session and get insights from some of CSMFO's best and brightest volunteer coaches.

### ***3:30 – 4:45 p.m., Thursday, Feb. 19***

If you'd like to participate, send an e-mail to [csmfo@donmaruska.com](mailto:csmfo@donmaruska.com) by Feb. 10.

"Reply" / RSVP with:

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Title

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# Conference Keynote Speakers At A Glance

## **William H. "Bubba" Paris, Jr.**

### **Luncheon Keynote Speaker**

**11:45 a.m. – 2:15 p.m.,  
Wednesday, Feb. 18**

- Mr. Paris is a Former San Francisco 49er offensive lineman from 1983 to 1990
- He is a three-time Super Bowl champion
- Mr. Paris has developed into one of the nation's premiere public speakers over the past 18 years and he believes that everyone is born with a mission and/or purpose in life
- He has devoted a great deal of time studying behavior, with strong emphasis on Learned Helplessness, a hypothesis developed by Steven Maier and Marin E.P. Seligman, Ph.D.
- As a speaker, Mr. Paris is described as having the sense of humor and anecdotes of Bill Cosby, the substance of Stephen Covey and the delivery of Les Brown
- He guarantees that he leaves a positive life-changing impression on all who attend his presentations



## **Robert Reich**

### **Awards Luncheon Keynote Speaker**

**11:30 a.m. – 1:30 p.m.,  
Thursday, Feb. 19**

- Mr. Reich is a professor of Public Policy at the Goldman School of Public Policy at the University of California at Berkeley
- He has served in three national administrations, most recently as secretary of labor under President Bill Clinton
- He has written eleven books, and his most recent book is *Supercapitalism*
- Mr. Reich's articles have appeared in the *New Yorker*, *Atlantic Monthly*, *New York Times*, *Washington Post*, and the *Wall Street Journal*
- Mr. Reich is co-founding editor of *The American Prospect* magazine
- His weekly commentaries on public radio's "Marketplace" are heard by nearly five million people
- Read his blog at [www.robertreich.com](http://www.robertreich.com)



## **Ron Insana**

### **Closing General Session Keynote Speaker**

**10:45 a.m. – 12 p.m., Friday,  
Feb. 20**

- Mr. Insana is the founder and Managing Director of Insana Capital Partners
- He brings more than two decades of financial market experience as an award-winning journalist covering global economics, financial markets, political policy and the alternative investment industry
- Mr. Insana served as a regular contributor on CNBC, the world's leading business and financial news network
- Prior to founding Insana Capital Partners, he was the anchor of CNBC's "Street Signs", he wrote monthly columns for a major U.S. newspaper and he hosted a nationally syndicated radio program
- Mr. Insana has written three books about Wall Street



# CSMFO 2009 Annual Conference Sponsors

On behalf of all CSMFO members, the CSMFO Board of Directors wishes to thank the following sponsors for their generous support which helped to enhance the quality of this conference.



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# CSMFO Annual Conference: Call for Volunteers

The conference is almost here it's not too late to register and/or reserve your room at the beautiful, historic Westin St. Francis hotel. This year's program is full of great speakers, educational sessions and fun networking opportunities.

It is the contributions of all of the dedicated, hard-working volunteers providing valuable resources all year round to our members such as continuing education and professional development that make CSMFO such a great organization. Currently, we are in need of a few more volunteers to help this year's conference run smoothly.

If you have an hour or two to spare while you are attending this year's conference, how about helping out at the registration desk? It's a great way to see hundreds your colleagues in a very short time.

Attending a session? Monitoring that session will allow you to assist your organization at providing the best conference possible for all members and attend a fascinating session at the same time.

Believe it or not, a whole lot of blood, sweat and tears go into stuffing all those goodies in your registration bags each year. Ok, well maybe not the sweat and tears but those paper cuts can get messy. Tuesday, Feb. 17 from 9 a.m. to approximately 2 p.m., we could use a few good hands to help. Lunch will be included and it is a wonderful opportunity to network in a relaxed and fun atmosphere.

If any of these exciting opportunities to increase your networking and professional development appeal to you, please contact Adina Vazquez at [avazquez@willdan.com](mailto:avazquez@willdan.com) or (951) 587-3521.

A Big Thank You to those who have already volunteered and been busy working to make this a successful conference.

We look forward to seeing you in San Francisco!

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## GFOA Scholarships

The Government Finance Officers Association (GFOA) will administer three scholarship programs that are available for award in the spring of 2009.

All of these programs are intended to benefit students planning to pursue careers in state and local government finance. The submission deadline for applications for the 2009 awards is March 6, 2009. Following are brief descriptions of each of the scholarships:

### **The Daniel B. Goldberg Scholarship**

of \$10,000 is for graduate students in public finance who are enrolled in a full-time master's program.

### **The Frank L. Greathouse Governmental Accounting Scholarship**

of \$5,000 is for one or more undergraduate or graduate students enrolled full time in an accounting program (an undergraduate student must be in the process of completing at least his or her junior year by the time of the scholarship award).

### **The Minorities in Government Finance Scholarship**

of \$5,000 is for upper-division undergraduate or graduate students of public administration, accounting, finance, political science, economics or business administration (with a special focus on government or nonprofit management). To be eligible for this award, students must belong to one of the following groups (as defined by the U.S. Census Bureau): Black or African American, American Indian or Alaska Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or Asian.

The applications for all three programs are available in the "Student Opportunities" section of the GFOA Web site, [www.gfoa.org](http://www.gfoa.org). Be sure to scroll down to the section for "GFOA Scholarships."

If you have any questions contact Jake Lorentz by e-mail at [jlorentz@gfoa.org](mailto:jlorentz@gfoa.org), or by phone at 312-578-2269.



## An Early Thaw

By Richard Morales and Staff

### Wedbush Morgan Securities Municipals

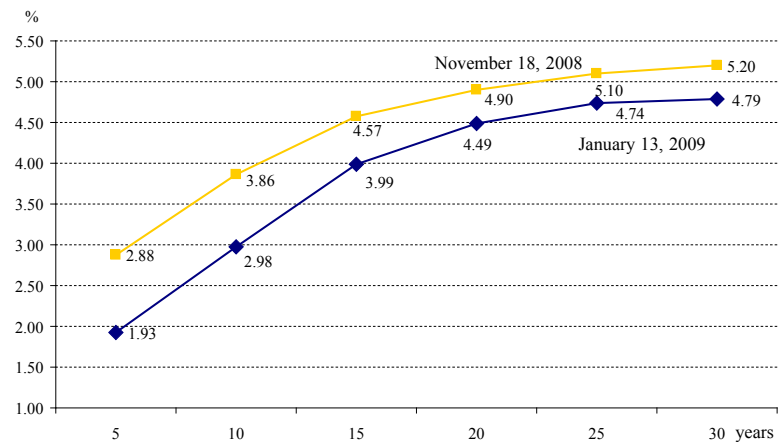
Coincident with the abnormally warm weather in California for much of this month, the municipal market saw signs of an early thaw. It's still too soon to sound the "all clear," but the market has successfully digested a large calendar of new issues this month, supported by a freshly resuscitated investor. With 3% Treasury yields, the stock market continuing to falter and widespread worries about the economy's depressing values in corporate bonds and real estate, investors are increasingly looking to the stable 5% returns of municipal bonds.

The graph to the right compares the AAA High Grade MMD Index from mid-November through mid-January. Interest rates have dropped considerably during this time. Although, as we write this piece, rates are now off their lower yields of earlier in the month -while the yield curve has steepened.

The table below shows the pricing for the City of San Diego's Water Revenue Bonds (the City's first public bond issue since it resumed publishing financial statements) and an issue for the Salt River Project, a major utility in the Southwest. Both issues enjoyed participation from retail and institutional buyers. Other large issuers that came to market this month included the Metropolitan Water District of Southern California, LADWP, SCPPA and the El Dorado Irrigation District. What all these issuers have in common are strong bond ratings, generally "AA" or better.

San Diego's Water Revenue Bonds (A1, AA-)			Salt River Project (Aa1/AA)		
Maturity	Yield(%)	Spread to MMD (BPS)	Maturity	Yield(%)	Spread to MMD (BPS)
2009	0.920		2009		
2010	0.970		2010		
2011	1.970	42	2011	1.560	1
2012	2.190	46	2012	1.780	5
2013	2.400	47	2013	2.010	8
2014	2.650	51	2014	2.210	7
2015	2.890	56	2015	2.420	9
2016	3.110	57	2016	2.610	7
2017	3.320	56	2017	2.820	6
2018	3.540	56	2018	3.040	6
2019	3.760	50	2019		
2020	4.050	54	2020	3.550	4
2021	4.300	63	2021	3.830	16
2022			2022	4.010	17
2023			2023	4.200	21
2024			2024	4.330	22
2025			2025	4.450	24
2026	4.890	58	2026	4.540	23
2027	5.140	73	2027	4.630	22
2028			2028	4.710	22
2029	5.140	57	2029	4.770	20
2030	5.400	78	2030	4.830	21
2031			2031	4.930	26
2032			2032	4.970	25
2033			2033	5.010	27
2034			2034	5.030	28
2035			2035		
2036			2036		
2037			2037		
2038	5.400	61	2038		
2039			2039	5.080	29

AAA MMD Comparison (November 18, 2008 and January 13, 2009)



The support for long maturities at these levels evidences growing institutional demand. This represents a stark change from the past few months where bond funds were suffering net redemptions from their investors and, consequently, were net sellers of municipal bonds. Thus far in January, however, fund flows are again registering positive, fueling demand from traditional investors along with hedge funds, retail and cross-over buyers.

Tax-exempt money market funds continue to see massive inflows of new capital (\$8.2 billion for the week of Jan. 5, alone). Investors continue to seek the safety of the most liquid end of the yield curve, driving variable rate bond yields down well below 1%.

Investors, however, continue to focus solely on the high grade end of the market with scarce issuance and credit spreads as wide as 75-100 basis points for "A" rated issues. With many high quality "A" and "BBB" rated issuers seeking access to the market, we're hopeful that investors will increasingly participate in these offerings as well.

## Agency Spotlight

If you'd like to submit an article on behalf of your agency, please e-mail Ashley Paul at [ashley.paul@staff.csmfo.org](mailto:ashley.paul@staff.csmfo.org) by the 25th of each month.

Articles should discuss "hot topics" of the industry or agency best practices.

# Coming soon to MiniNews . . . CSMFO Connect!

## Chapters

Each month, we will feature a different CSMFO Chapter's activities, success stories and more!

If you'd like your Chapter to be featured, contact Communications Assistant Ashley Paul at [ashley.paul@staff.csmfo.org](mailto:ashley.paul@staff.csmfo.org).

## Committee & League Policy Committee Activities

Each month, we will feature the activities of a different CSMFO Committee.

Chairs and Appointees -- If you'd like your Committee to be featured, contact Communications Assistant Ashley Paul at [ashley.paul@staff.csmfo.org](mailto:ashley.paul@staff.csmfo.org).

**Share your progress,  
challenges and best  
practices . . . connect  
with the CSMFO  
membership!**

## California Debt and Investment Advisory Commission (CDIAC) Schedule for Spring 2009

### **ABCs OF SCHOOL DEBT FINANCING**

**February 6, 2009**

**Hilton Ontario Airport**

**Ontario, California**

**Cost \$199**

This one-day seminar is tailored to school business officials and staff members who seek a better understanding of debt financing, including the approval and sale of general obligation bonds. This seminar covers sources of debt financing and ongoing administration and accounting issues.

### **FUNDAMENTALS OF LAND-SECURED FINANCING**

**March 6, 2009**

**Hilton Concord**

**Concord, California**

**Cost \$199**

This one-day workshop focuses on Mello-Roos Community Facilities District and Assessment District financings. It covers financing structures, pre-formation considerations, the district formation process, project implementation, bond issuance mechanics, and the administration of liens and bonds.

### **MECHANICS OF A BOND SALE**

**April 30 - May 1, 2009**

**Crowne Plaza Redondo Beach**

**Redondo Beach, California**

**Cost \$250**

This one and one-half day seminar is the second in a series of three CDIAC debt issuance seminars intended to help issuers plan and market their debt. This seminar covers structuring the financing, developing a debt management policy, using a plan of finance, securing credit enhancement, preparing legal documents, marketing an issuance, understanding federal arbitrage rules and regulations, and investing bond proceeds.

### **LIVING WITH AN ISSUE: ONGOING DEBT ADMINISTRATION**

**May 14-15, 2009**

**Sheraton Mission Valley, San Diego**

**San Diego, California**

**Cost \$250**

This one and one-half day seminar is the last in CDIAC's series of debt issuance seminars and is designed to assist issuers with the administration of their debt instruments. It covers the roles and responsibilities of trustees and issuers, arbitrage rebate calculations, continuing disclosure, compliance monitoring, refundings, and advanced debt structures.

**For more information about CDIAC programs visit**

**<http://www.treasurer.ca.gov/cdiac/seminars.asp> or call CDIAC at (916) 653-3269**



# Mark the Dates – 2009 CSMFO Coaching Panels & Webinars

Don't miss these free sessions. They offer excellent professional development for you and your team. Last year the Coaching Program had more than 1,800 attendees in the panels, Webinars and special bridge calls. Based on popular demand, we've added more Webinars. See [www.csmfo.org/coaching](http://www.csmfo.org/coaching) for additional details.

## ***Moving Up the Finance Career Ladder—Key Steps and Success Strategies***

2-3 p.m., Wednesday, March 4

[Target: all finance professionals and interested entrants to the field]

## ***Restructuring Local Government Finance and Delivery – Best Practices (Webinar cosponsored with Cal-ICMA)***

2-3:30 p.m., Thursday, March 19

[Target: analysts, general managers, and finance professionals]

## ***Winning Strategies to Recruit, Train, and Retain Finance Talent***

3-4 p.m., Thursday, April 23

[Target: finance professionals, managers, and HR support]

## ***Using Your Management Style Effectively (Webinar cosponsored with Cal-ICMA)***

2-3:30 p.m., Wednesday, May 13

[Target: all CSMFO members and MMANC and MMASC members who have received profile reports]

## ***Critical Issues and Best Practices for Finance Directors***

3-4 p.m., Wednesday, Sept. 9

[Target: aspiring, mid-level, and senior finance managers]

## ***Building Awesome Talent – Talent Development Conversations, Growth Opportunities, and Knowledge Transfer (Webinar cosponsored with Cal-ICMA)***

2-3 p.m., Wednesday, Sept. 30

[Target: all employees/managers]

## ***Building Awesome Talent – Talent Development Conversations, Growth Opportunities, and Knowledge Transfer (Webinar cosponsored with Cal-ICMA)***

2-3 p.m., Wednesday, Sept. 30

[Target: all employees/managers]

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TREASURERS ASSOCIATION



Your Local [CSMFO](#) & [CMTA](#) chapters invite your agency to attend our next meeting on:

## TOPICS: NAVIGATING THROUGH DEFICITS AND THE REBIRTH OF THE MUNICIPAL DEBT MARKET

February 27

**CPE  
Eligible**

### TOPIC 1: Roundtable discussion of local ideas and options to bridge our General Fund deficits.

Discussions topics to include public and employee outreach approaches, revenue measure ideas, types of budget reductions being considered, strategies for keeping finance staff in tact, etc.

**TOPIC 2: The day after debt markets died.** Learn about what will follow the extinction of the debt markets as we knew them. What are the wholesale changes that we in local government must know for financing our own projects and its impact on state wide infrastructure and cash flow issues.

**SPEAKERS:** James R. Cervantes, Stone & Youngberg LLC; Managing Director

**DATE & TIME:** Friday, February 27, 2009 10:45 a.m.-2:00 p.m. (First session @ 11:00, Lunch @ 12:00)

**PLACE:** City of Watsonville Civic Plaza  
Community Room (4th Floor) (831) 768-3010  
275 Main St Watsonville, CA 95076

**MENU:**

- Chocolate Mousse
- Includes Beverages (coffee, tea, ice-tea, soda)

**COST:** \$25-CSMFO/CMTA members; \$40-non-members (pay: **CSMFO-City of Watsonville**)

**REGISTER:** Complete the registration form on pg3 & submit with payment to: CSMFO- City of Watsonville  
**DUE BY: Wednesday, February 27, 2009 (end of day)**  
If time does not permit, fax the completed registration form to (831) 763-4066 or call (831) 768-3470 to hold a spot.  
Cancellations received after February 27 & "no shows" will be charged in full (no refund/credit).

**FUTURE MEETINGS**  
**April 17:** State of our State  
**August 21:** Tbd

If you have any questions or comments, please contact either myself or Marissa. We hope to see you & your staff soon.

### Marc Pimentel

**CSMFO Monterey Bay Chapter Chair**  
Administrative Services Director, City of Watsonville  
PO BOX 50000 - City of Watsonville, CA 95077  
(831) 768-3470 / e-mail: [mpimentel@ci.watsonville.ca.us](mailto:mpimentel@ci.watsonville.ca.us)

### Marissa Duran

**CMTA Division 4 Chair**  
Financial Analyst, City of Watsonville  
PO BOX 50000 - City of Watsonville, CA 95077  
(831) 768-3471 / e-mail: [mduran@ci.watsonville.ca.us](mailto:mduran@ci.watsonville.ca.us)

# Upcoming Events

The Career Development Committee is pleased to offer Intermediate government accounting and Introduction to Government Accounting throughout the state.

## Upcoming trainings include:

Intermediate	Feb. 13	Oceanside
Intermediate	March 17	Orange County Fire Authority
Introduction	March 19	Camarillo
Introduction	March 25	Sunnyvale
Introduction	April 22	Palmdale Water District
Introduction	May 6	Elk Grove
Intermediate	May 6	Camarillo
Introduction	May 20	Palm Desert
Introduction	June 10	North Coast Area (TBD)
Intermediate	June 11	Elk Grove
Introduction	July 22	San Diego
Introduction	June 24	Stanton
Intermediate	mid-July	North Coast Area (TBD)
Intermediate	Aug. 11	Sunnyvale
Introduction	Aug. 12	Monrovia
Intermediate	Sept. 1	Palm Desert
Introduction	Early September	East Bay (TBD)

These one-day training courses are open to both members and non-members of CSMFO and offer a full day of training.

Each attendee will earn 8 CPE credits, and will receive a certificate of completion at the conclusion of the class.

Registration can be accessed through the CSMFO Web site at [www.csmfo.org](http://www.csmfo.org).

## Feb. 18, 2009

Pre-Conference Training  
The Westin St. Francis, San Francisco, CA

## Feb. 18-20, 2009

CSMFO 2009 Annual Conference  
The Westin St. Francis, San Francisco, CA

## \*\* ADVERTISEMENT \*\*

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## Job Postings FEBRUARY 2009

### **Revenue Manager, City of Redlands, \$6,047 - \$7,350 Monthly**

Under direction of the Finance Director/City Treasurer, to direct, manage, supervise, and coordinate investments, collection of fees and taxes, and cashiering programs and activities; to properly analyze and project daily cash flow and invest all City funds; to coordinate assigned activities with other City departments, divisions, and outside agencies.

Exercises direct supervision over technical and accounting staff.

Assume day-to-day management responsibility for treasury, collection, cashiering, banking, and investment services and activities.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including treasury, cashiering, and investments; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; direct the implementation of improvements.

Oversee selection, training, motivation and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for treasury, collection, cashiering, and investments; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Revenue Division annual capital and operating budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Treasury with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Manage the daily activity and overall objectives of an investment portfolio within guidelines established by policy; calculate daily cash position, identifying amounts available for investment; execute investment transactions; verify

investment transactions with broker confirmation notices and oversee recording of investment transactions.

Assist in preparation of the annual statement of investment policy and quarterly investment reports to City Council.

Assist the Finance Department in annual budget process with estimates of major revenue figures. Keep abreast of pending revenue, investment and taxation legislation.

Monitor financial markets and economic developments.

Oversee the custody of all public funds belonging to or under the control of the City, including the cash management, investment and recordkeeping of those funds.

Supervise and direct the work of the central cashiering office in receiving, depositing, and disbursing of all monies.

Supervise the recording of all receipts, disbursements and special assessments, and financial record maintenance.

Supervise the administration of the City's Business License Tax program.

Review and recommend improvements to treasury, collection, cashiering and investment procedures; implement new procedures, as necessary, to maintain proper internal controls and safeguard the City's assets.

Provide responsible staff assistance to the Finance Director/City Treasurer; prepare and present staff reports and other correspondence as necessary.

Please visit our website at [www.ci.redlands.ca.us](http://www.ci.redlands.ca.us) for further information.

### **City of Petaluma, Accountant, \$4,759 - \$5,784 Monthly**

Applies principles of accounting to perform a variety of accounting functions; under minimal supervision, performs technical and highly detailed work in the preparation, review, and processing of payroll records, documents and related materials; performs related duties as assigned.

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Education: A Bachelor's degree with major work in accounting or closely related field.

Experience: Sufficient years of professional accounting

**Job Postings FEBRUARY 2009, continued**

experience that demonstrates possession of the required knowledge and abilities. Two years of local government accounting is desirable.

Other Requirements: Possession of a valid California Class C driver's license.

Position Duties: Participate in accounting tasks related to the maintenance of the City's financial record keeping, reporting and control systems.

Reconcile and balance various records and ledgers, investigate discrepancies and make appropriate adjustments according to existing policies and regulations governing the agency's fiscal record-keeping systems.

Perform a variety of accounting activities including the preparation of complex bank reconciliation, detailed calculations, record keeping, and reconciliation in various accounting areas. Prepare for approval, standard, and adjusting journal entries.

Gather and compile a variety of numerical data and prepare statistical and financial reports for distribution internally and to outside agencies such as federal, state, and other local agencies.

Make recommendations regarding work process and procedures in area of assignment.

Payroll Processing Duties: Process and produce the City's bi-weekly payroll and perform related activities, which include: review and verification of payroll documents, data entry for payroll records and information, maintenance of payroll records, and preparation of various payroll related reports.

Monitor and ensure timely payment of all mandated state and federal payroll taxes; process bi-weekly payments for automatic deposits, deferred compensation and other benefit plan payments.

Maintain various payroll tables and databases; develop and maintain systems for monitoring and tracking payroll and employee benefits related information.

Monitor and ensure compliance with payroll related City policies, Memorandums of Understanding, Compensation Plans and Agreements, and State and federal legislation affecting payroll.

Perform daily general accounting work, including subsidiary ledger and general ledger reconciliations and maintenance, and review and preparation of fiscal records. Design and maintain reports, using report writing software which interfaces with the accounting system.

Assist in the annual budgeting process by collecting and analyzing records of past and present operations, trends, costs, estimated and realized revenues, and administrative commitments and obligations incurred to project future revenues and expenditures. Review expenditures to ensure compliance with the adopted budget.

Prepare work papers for the City's budget, State Controller's report and City's independent audit.

Maintain automated budgeting systems to provide control of expenditures for long-term projects, or to forecast costs for activities such as construction of buildings and infrastructure.

### **City of Healdsburg, Finance Director, Up to \$136,188 Annually**

The City of Healdsburg is seeking applications for a Finance Director of exceptional skill and ability. Healdsburg is located 68 miles north of San Francisco and 20 miles from the Pacific Ocean in the literal center of the wine country. With a resident population of 11,000, Healdsburg is a business, agriculture and commercial center serving a community of 32,000. This position oversees operating, enterprise, capital, and redevelopment budgets totaling in excess of \$70 million. The Finance Director is a department head position reporting to the City Manager. The Director plans, organizes, directs and administers the City's financial management program, including accounting, revenue administration, investment of funds, water/sewer and electricity billing operations, business licensing and purchasing divisions. Typical qualifying background is a four-year degree in business administration, finance, accounting, or closely related field and at least five years administrative experience. MPA or MBA is desirable. Current salary up to \$136,188 per year DOQ, plus excellent benefit package. Resume, cover letter and City application required. The job announcement listing benefits and qualifications and city application can be obtained on our website at [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us) or by calling the City of Healdsburg, Personnel Office, 401 Grove Street, Healdsburg, CA 95448. Phone (707) 431-3322. EOE/AA/ADA. Position is open until filled.

### **City of Colusa, Finance Director, \$88,000 Annually**

CITY OF COLUSA, CA - \$88,000 Annually DOQ plus excellent benefits; new multi-million dollar wastewater facility, pending City/County Enterprise Zone, and Redevelopment Agency, new General Plan update, and revitalization of City financial system will create many opportunities and challenges for motivated individual. Interested candidates should submit a resume to: City of Colusa, 425 Webster Street, Colusa CA 95932, C/O David Mackowiak, and marked Confidential,

**Job Postings FEBRUARY 2009, continued**

or e-mail to davidhrp@msn.com. Open until filled-Apply immediately.

**City of Rancho Cucamonga, Senior Accountant,  
\$5,032 - \$6,457 Monthly**

Under direction of the Finance Director, performs complex professional accounting work involved in the preparation of financial and statistical records; supervises and coordinates activities involved in processing invoices for payment (accounts payable); maintains financial software including Workflow software module; performs related duties as required.

Duties may include, but are not limited to, the following:

- \*Prepares and maintains various accounting records, allocates funds and prepares correcting journal entries.
- \*Directs and participates in the audit of accounts, preparation of financial reports, statements and other documents which may include the City's annual budget.
- \*Depending upon assignment, performs financial, cost, and budget analyses involving the audit of various accounting records and statements; recommends accounting methods and procedures; acts as lead in certain grant audits.
- \* Participates in the preparation of or prepares tax reports and governmental financial reports.
- \*Participates in the development of accounting procedures; acts as lead on computerized accounting system revisions, upgrades and conversions, including the Workflow software module which integrates with the City's financial software system (IFAS).
- \*Supervises and coordinates activities involved in processing invoices for payment (accounts payable) including evaluating employee performance and initiating disciplinary action when necessary.
- \*Provides technical assistance to assigned staff and other City personnel in the explanation of departmental policies regarding the payment of invoices and expenditure reimbursements.

All applicants are required to complete a City application form and return it to Personnel, 10500 Civic Center Drive, Rancho Cucamonga or mail it to P.O. Box 807, Rancho Cucamonga, CA 91729. Closing date is 5:00 p.m., Thursday, February 5, 2009. Please visit the City's website at [www.cityofrc.us](http://www.cityofrc.us) for a detailed job flyer and an employment application form.

**City of Reno, Nevada, Finance Director,  
\$129,372-\$174,465 Annually**

With a population of over 215,000, Reno is the largest city in Northern Nevada and is the regional center for commerce and culture. Reno is truly the gateway to adventure and unlimited activities. The Finance Director will be a seasoned professional with a global perspective of how finance serves as a resource to this full-service City with nearly 1,875 full-time equivalent employees and a total budget of over \$478 million.

Bachelor's required, Master's and/or CPA preferred. Salary range \$129,372 - \$174,465 DOQ with excellent benefits including no cost medical, dental and vision plans, retirement, and generous vacation, sick, and holiday policies.

Please send your cover letter and resume electronically to:

Peckham & McKenney

[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Call Phil McKenney at (866) 912-1919 for more information or to request a detailed brochure.

The brochure is also available on our web site at [www.peckhamandmckenney.com](http://www.peckhamandmckenney.com).

Filing deadline is February 20, 2009.

**San Mateo County, Health  
Systems Management Analyst,  
\$5,243 - \$6,554 Monthly**

San Mateo County's Health System currently has an exceptional opportunity at San Mateo Medical Center to join our diverse team of financial, programmatic, policy analysis and health planning professionals. Working with a wide range of internal and community stakeholders, the Analyst will perform a variety of analytical activities to support the Medical Center's Financial Planning and Analysis Department, as well as directors from other departments such as Acute Care, Ambulatory Care, Long Term Care, Ancillary Services and other functional areas within the County Health System.

Responsibilities include participating in budget development, preparing monthly performance and management reports and analyzing the operational performance and efficiency of programs, conducting financial and cost-benefit analyses, including productivity and payor mix reporting and analysis, analyzing business processes and workflow, identifying and writing grant proposals and evaluating and monitoring departmental contracts.

**Job Postings FEBRUARY 2009, continued**

The ideal candidate will have a Bachelor's degree and 3 years of experience in a health services program that included program planning and evaluation, budget development, reporting and monitoring, client services and community resource coordination. Qualifying knowledge typically includes qualitative and quantitative analysis, diverse sources of data and analytic approaches related to healthcare, key public policies, funding sources, policy-making bodies, community-based programs and developing requests for proposals and contract agreements.

Recruitment closes February 17, 2009.

To apply online and to view the job description, visit our County web site: [www.co.sanmateo.ca.us](http://www.co.sanmateo.ca.us) or contact our employment office at (650) 363-4343 to obtain our job application. A resume will not be accepted as a substitute for the application. EOE

**Hi-Desert Water District, Chief Financial Officer**  
**\$95,290-\$123,877 Annually**

Located in the beautiful high desert town of Yucca Valley, 20 miles north Palm Springs, CA, the Hi-Desert Water District seeks a Chief Financial Officer (CFO). A key management position, reporting to the General Manager, the CFO is responsible for the financial functions of the District, including directing, managing, and overseeing the daily activities and operations of the department, short and long-term financial management, banking and investment management, financial grant management, project financing, auditing, payroll, accounts payable, and special projects.

Ideal candidates include experienced public sector finance professionals, with a customer service orientation, who possess strong accounting, organizational, leadership, and communication skills. Knowledge of the principles and practices of grant writing and administration is required. A Bachelors degree in Accounting, Public Administration, or related field, and at least five years experience in accounting and fiscal management are required. A Master's degree and/or CPA certification are desirable.

Excellent compensation and benefits package includes \$95,290-\$123,877/annual salary, auto allowance, PERS 2.5% @ 55, and 9/80 work schedule.

Application and job description are available at [www.hdwd.com](http://www.hdwd.com). Candidates must mail, fax, or email a completed District application, and resume with salary history to: HR Dept., Hi-Desert Water District, 55-439 29 Palms Highway, Yucca Valley, CA 92284-2503. Fax: (760) 418-2248 Email: [hr@hdwd.com](mailto:hr@hdwd.com). Applications accepted until position is filled. EOE.

**City of San Diego, Comptroller,**  
**DOQ**

The City of San Diego, with a population of approximately 1.3 million and an annual fiscal year 2009 of \$3 billion, is seeking a Comptroller. The City Comptroller oversees a departmental budget of \$12 million and approximately 100 staff. Five divisions report directly to the Comptroller: Financial Reporting, Debt, and CIP; General Fund and Grants; Enterprise Funds and Redevelopment Agency; Internal Controls; AP and Payroll; and Systems/ERP Implementation. The incoming Comptroller's priority is to implement additional internal controls over financial reporting and associated policies and procedures, and to oversee the implementation of internal controls as part of the City's new ERP (SAP). The position is responsible for financial reporting, including the City's CAFR. The Comptroller oversees the City's General Ledger and all cash disbursements, including the Redevelopment Agency. The Comptroller is a member of the financial leadership team under the direction of the City's Chief Financial Officer, is involved in a wide range of fiscal matters, and advocates for financial integrity and accountability in all business practices in City departments and other agencies under the direction of the Mayor and the City Council. A CPA license to practice public accounting in California and five years experience at the level of a senior management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities are required. The salary for the Comptroller is open and is dependent upon qualifications. The City also offers an attractive benefits package. To apply for this opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) and you will be prompted to apply online. If you have any questions, please contact Mr. Bob Murray at (916) 784-9080. A detailed brochure is available. Filing Deadline: March 6, 2009.

**Napa Sanitation District, Director**  
**of Administrative Services,**  
**Salary up to \$125,472**

Director of Administrative Services

Napa Sanitation District

A Wastewater Agency in the Napa Valley

Napa, CA

Salary up to \$125,472

Located in Napa, California in the world-renowned Napa Valley, the Napa Sanitation District seeks a collaborative, values-driven, financially-savvy professional to serve as the District's first Director of Administrative Services. This is a newly-created position with responsibility for managing the



**Job Postings FEBRUARY 2009, continued**

administrative services of the District including accounting, finance, information technology, fleet and facilities maintenance, safety and training, office administration, and necessary support services for the engineering and operations departments. Reporting to the General Manager and serving as a key member of the four-person Executive Team, the Director of Administrative Services manages a staff of six. Serving a population of approximately 80,000, District resources include 51 full-time employees, an \$18 million operating budget and a \$93 million ten-year capital budget. The District is well-positioned financially, and has just completed the final year of a three-year rate adjustment, with future automatic CPI-based annual adjustments in place.

Ideal candidates include experienced public sector finance professionals with a customer service orientation who value the role of public service. Successful candidates will possess a big picture perspective while appreciating the importance of attention to detail. Well-honed skills in productivity management, communication and staff development are critical (including strong spreadsheet skills).

Any combination of education and experience that qualifies candidates for this position will be considered. Candidates will ideally possess a Bachelor's degree in accounting, finance, business administration, public administration or related field, and five years of accounting/financial management experience including budgeting and rate setting; at least two years in a supervisory capacity.

The District offers an extensive benefit package, including fully-paid PERS 2.7% @ 55 retirement. A detailed brochure is available.

Please submit cover letter, resume, current salary and the names of four work-related references by Monday, March 16, 2009 to:

Stuart Satow

CPS Executive Search

241 Lathrop Way

Sacramento, CA 95815

Phone: 916-263-1401

Fax: 916-561-7205

Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)

CPS website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

[www.napasaniatondistrict.com](http://www.napasaniatondistrict.com)

### **City of El Segundo, Fiscal Services Manager, \$7972 to \$9713 Monthly**

Under general direction, assists in the development, management, operation and evaluation of fiscal affairs and operations for the City; plans, manages and coordinates the daily activities of staff involved in accounting purchasing,

payroll, risk management, and related functions. Performs advanced-level professional, financial and risk management program/service delivery for the City.

Participates in development of policy and procedures; recommends and participates in development of departmental goals, objectives and policies; assists in contract administration for department services and ensures services are provided, according to contract provisions. Assists in implementing and administering fiscal management programs, including budget monitoring, forecasting, collection/disbursement of revenues, internal and external audits and preparation of the City's annual budget.

Prepares financial, statistical, budgetary and analytical studies and reports; verifies fund balances; prepares revenue projections, audits, revenues, expenditures and grants. Resolves discrepancies or procedural problems and responds to program administration and/or program delivery questions, ensuring follow-up; controls program records for operational and budget accountability; confers with and advises staff and program participants by providing advice, problem solving assistance, answers to questions and interpretation of program goals and policy. Provides leadership, along with the Director, and provides for staff development establishing work methods and standards.

Prefers Bachelor's Degree in Accounting, Business Administration, Economics, Finance or a directly related field, and five (5) years progressively responsible government accounting experience, including two (2) years management or supervisory experience, or an equivalent combination of education and experience.

For more information, or to receive an application, please visit our website at: [www.elsegundo.org](http://www.elsegundo.org), or call our 24-Hour Job Hotline (310) 524-2378. Please note: applications received via e-mail or facsimile transmission will not be accepted.



**Job Postings FEBRUARY 2009, continued****City of Lompoc, Financial Services Manager,  
\$86,388 to \$105,000 Annually**

The typical qualifying entrance background is a bachelor's degree in accounting, finance or related field and three (3) years of increasingly responsible professional-level experience in general and utility accounting, budget, financial administration experience, preferably at an administrative level with a municipality.

The ideal candidate qualifications include: Increasingly complex responsibility in an administrative capacity within a public or private agency and a Bachelor's degree are desirable; local government experience is highly desirable; an understanding of municipal budgeting principals, practices and reporting requirements are desirable; extensive experience in budget research and analysis are necessary to succeed in the position; in addition, experience in overseeing complex budgets with multiple funding sources will be expected; supervisory experience and a commitment to continuous professional growth and development is desirable; the ability to manage, mentor and guide staff.

The ideal candidate will exhibit the following skill strengths and attributes: Creative in approach to administering Accounting and Finance operations; adept at coordinating and successfully implementing multiple tasks and projects, while being results and detail oriented; adaptable, resilient, and proactive executive team member, persistent and able to comprehend broad policy objectives, while remaining apolitical; ability to work collaboratively with other city management staff and provide problem-solving approaches to a wide variety of situations; open, direct/straightforward, effective communicator with excellent oral and written skills; articulate and explain policy and financial terms to a variety of audiences; and a sense of humor.

Candidate must complete a City employment application and submit responses to supplemental questionnaire detailing experience and training. All completed applications will be reviewed. Based on the information provided, the best qualified applicants will be invited for further examination. The examination process will consist of, but not be limited to, a formal panel interview. Top candidates may be invited for an informal follow-up interview.

The candidate chosen for the position will be subject to a pre-employment Medical Examination and background investigation.

To receive an application for this exceptional career opportunity with the City of Lompoc, please contact: CITY OF LOMPOC, Human Resources Department, 100 Civic Center Plaza, Lompoc, CA 93438, (805) 875-8208 OR visit the City of Lompoc web site at [www.cityoflompoc.com](http://www.cityoflompoc.com)

**City of Sausalito, Finance Director,  
Up to \$125,000 Annually**

The Sausalito Finance Director position offers an exciting career opportunity for an individual who enjoys a high level of interaction with senior management staff and elected officials in a supportive and innovative working environment. The Director also serves as the City Treasurer.

Duties include: administration of daily Finance Division operations; budget preparation; issuance of CAFR; preparation of quarterly Treasurer's Report and other reports as requested; debt issuance and disclosure; administration of purchasing policy; coordination with Public Works Director on City's CIP budget; development of policies and procedures to improve efficiency and effectiveness of City's financial processes; administer Finance software programs; supervise, evaluate and mentor Finance staff; provide support to City's parking programs and operations; share administration and coordination of employee benefits and risk management programs with other Administration Department staff; oversee compliance by all departments with policies and control measures; monitor state legislation concerning municipal financing and take appropriate action to implement for the City.

**Job Requirements:**

- Applicants must have graduated from an accredited college/university with major course work in accounting, finance or business administration.
- A CPA is desirable.
- Progressive experience in the municipal government sector is essential.

Additionally, the successful candidate must have an in-depth knowledge of administrative principles and methods, including goal setting, program development and implementation, as well as solid knowledge of local, state and federal laws applicable to all finance operations. Other vital qualities include: awareness of social and political issues influencing program administration; ability to communicate openly and clearly with peers, subordinates and the public; proven leadership characteristics with the ability to make tough choices and to ensure that department and Citywide projects remain on schedule; ability to plan, develop and implement effective programs based on community needs, available resources and City priorities and policies; and willingness to be responsive to community inquiries while earning the respect of community leaders, elected officials, peers and subordinates.

**Job Postings FEBRUARY 2009, continued**

For additional information:

E-mail request for a detailed brochure and letter from City Manager: dvaughn@ci.sausalito.ca.us

Alternately, visit the Job Opportunities section of the City website at [www.ci.sausalito.ca.us](http://www.ci.sausalito.ca.us)

**Nevada Irrigation District,  
Accounting Administrator,  
\$5,350 - \$6,500 Monthly**

Under the direction of the Finance Manager, the Accounting Administrator is responsible to supervise, assign, and review the work of professional, technical, and clerical employees involved in a variety of accounting and financial services. This position performs advanced level of accounting and financial services. This position performs advanced level accounting duties and provides highly responsible and complex assistance to the Finance Manager.

Plan, prioritize, assign, supervise, and review the work of professional and clerical accounting and payroll staff; ensure that work is performed in a timely manner and in conformance with established policies, procedures, and regulations. Analyze and implement workflow recommendations. Ensure effective internal controls.

Act as a liaison to the external auditors. Coordinate the preparation of external audit materials and assist auditors in the review of financial operations. Respond to and resolve questions and requests for information from the auditor.

Participate in and supervise the maintenance of the general ledger and subsidiary ledgers of various funds; perform monthly, quarterly and year-end review of accounts, prepare adjusting and closing entries, and prepare year-end financial statements.

Review and supervise payroll, accounts payables, fixed assets, trust deposit accounts, and related functions.

Prepare and analyze complex financial reports and statements; perform banking and cash management, investment reporting; identify discrepancies; monitor balances in all funds; and recommend adjustments as appropriate.

Coordinate, prepare, and review transactions in relation to community facilities districts, assessment districts, development agreements, fixed assets and long-term debt obligations.

Advise and consult with management on accounting and budgetary concerns; provide information and recommendations as appropriate.

Participate in the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.

Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures. Participate in the development of accounting systems, control systems, and reporting procedures.

Participate in the selection of professional and clerical accounting staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Review staff reports; ensure compliance with approved District budget; evaluate finance impact.

Operations, services, and activities of a governmental agency accounting program. Principles of governmental budget preparation and control. Modern and complex principles and practices of accounting. Principles and practices of payroll administration and regulations. Accounting systems software and hardware programs. Pertinent Federal, state, and local laws, codes, and regulations. Principles of supervision, training, and performance evaluation services.

Supervise, oversee, organize, and review the work of lower level staff. Select, supervise, train, and evaluate staff. Interpret and explain District policies and procedures. Analyze problems and identify alternative solutions. Prepare clear and concise reports. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work including District officials and the general public. Maintain physical condition and mental capacity appropriate to the performance of assigned duties.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to qualify is:

**Experience:** Four years of increasingly responsible professional accounting experience including one year of supervisory responsibility.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or related field.

Knowledge of governmental accounting is essential. An MBA or license as a CPA is desired but not required. Knowledge of SunGard Pentamotion accounting software is highly desired.

**Job Postings FEBRUARY 2009, continued**

A completed District employment application must be received by the Human Resources Office. This recruitment will be open until a satisfactory number of qualified applications have been received. Interested applicants may apply and upload resume by using the on-line job application system on the District website: [www.nidwater.com](http://www.nidwater.com). Applications are also available at the District's Business Office. Resumes will be accepted but not in lieu of a fully completed District's application. Faxed applications will not be accepted.

**San Ramon Valley Fire Protection District, Finance Supervisor,  
\$7,537 to \$9,254 Monthly**

The San Ramon Valley Fire Protection District is an autonomous Special District responsible for providing the highest level of emergency and non-emergency services to the community in an effort to protect life, the environment, and property. The District's service area encompasses approximately 155 square miles, covering the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern boundary of Morgan Territory, and the Tassajara Valley all located in Contra Costa County.

SRVFPD is recruiting for an individual who will serve as the Finance Supervisor. The incumbent will work under the general supervision of the Administrative Services Director, and plan, direct, administer, supervise, and participate in the daily operations and activities of the accounting and finance functions in the Administrative Services Department, including performing complex and professional payroll and other accounting, financial reporting, and budgetary work.

**Requirements**

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field, and three (3) years of professional accounting experience, including significant payroll experience and at least one (1) year of supervisory experience, preferably in a governmental or public agency setting. Strong payroll and supervisory skills are required.

For a job announcement & application, please e-mail request to Sarah Haskell at [shaskell@koffassociates.com](mailto:shaskell@koffassociates.com). For more information visit our website at [www.koffassociates.com](http://www.koffassociates.com). EOE. FINAL FILING DATE: FEBRUARY 27, 2009.

**First 5 LA , Director of Finance,  
DOQ**

Located at Union Station in downtown Los Angeles, First 5 LA, a unique child-advocacy organization created by California voters to invest tobacco tax revenues in programs for improving the lives of children in Los Angeles County,

from prenatal through age 5, is seeking a well-rounded, hands-on finance professional to join their committed and collegial staff.

Reporting to the Executive Director, the Director of Finance is responsible for overseeing all aspects of Finance including accounting, auditing, strategic planning and budgeting, establishing systems for financial controls, and treasury, payroll and risk management functions. The Finance Department operates with the assistance of 8 staff.

First 5 is desirous of attracting experienced public finance professionals who display high levels of sophistication, credibility and exceptional communication skills. Along with being superior financial analysts and problem solvers, ideal candidates will be gifted people managers who effectively facilitate innovation and results. Bachelor's and Master's degrees, as well as certification as a public finance officer, are required and designation as a CPA is preferred.

The salary is competitive and negotiable depending on qualifications and includes eligibility for an annual cost of living adjustment, merit and bonus pay. To be considered, submit resume, cover letter with current salary, and five professional references by Friday, February 6, 2009 to Pam Derby, CPS EXECUTIVE SEARCH, 241 Lathrop Way, Sacramento, CA 95815. Phone: 916-263-1401; Fax: 916-561-7205; Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov); Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search).

**City of Richmond, Budget Analyst I/II,  
\$4,689 to \$6,966 Monthly**

**BUDGET ANALYST I**

\$4689 – 4910 – 5120 – 5361 – 5608/Per Month

**BUDGET ANALYST II**

\$5763 – 6051 – 6324 – 6630 – 6966/Per Month

(CITY-PAID BENEFITS)

OPEN

OPENING DATE: THURSDAY, JANUARY 15, 2009

FINAL FILING DATE: THURSDAY, FEBRUARY 12, 2009 - 5:00 p.m.

(No Postmarks Accepted)

SELECTION PROCESS: APPLICATION APPRAISAL

**Job Postings FEBRUARY 2009, continued****THE POSITION**

Budget Analyst I is the entry-level class in this professional budget and administrative support series. Initially under close supervision, incumbents perform the more routine analytical duties while learning departmental and City policies and procedures, and specific techniques related to the budget process. As experience is gained, assignments become more diversified and are performed under more general supervision. This class is alternately staffed with Budget Analyst II, and incumbents may advance to the higher level after successfully completing a one (1)-year probationary period and gaining one (1) additional year of experience, and demonstrating proficiency which meets the qualifications of the higher level class.

Budget Analyst II is the journey-level class of the series, fully competent to perform responsible and difficult analytical and budget administrative work. Incumbents are expected to exercise independent judgment in selecting analytical techniques and in making sound recommendations. This class is distinguished from Senior Budget Analyst in that the latter is the highest level in this series, responsible for the development and administration of City-wide operating and capital improvement budgets.

**EXAMPLES OF DUTIES**

Plans, organizes and coordinates the development process for the annual budget in a major department and/or assists with the development, production and administration of City-wide operating and capital improvement budgets; reviews supervisory or managerial budget submissions, evaluates such requests, and confers with varied departmental staff regarding requests and justifications; analyzes alternatives and makes recommendations regarding such matters as staffing capital, equipment purchases and cost control; compiles the budget document for the department to which assigned and/or assists with the compilation of City-wide budget documents; reviews monthly expenditure reports, analyzes variances, and confers with supervisory or managerial staff to ascertain reasons and correct problems; assists in the development and implementation of departmental goals and objectives; provides technical assistance to others, including departmental analytical staff, on budgetary or analytical matters.

**Education/Experience**

Budget Analyst I: Graduation from a four (4)-year college or university with major course work in accounting, economics, business or public administration, or a closely related field. Office or program administrative experience which has

which has included budget compilation and/or administration may be substituted for the education on a year-for-year basis to a maximum of two (2) years.

Budget Analyst II: In addition to the above, requires two (2) years of professional level experience in budget development and administration. Experience in a public agency is desirable.

**Licenses and Certifications:**

Specified positions may require a valid California Driver's License.

**APPLICATION AND SELECTION PROCESS**

APPLICATION APPRAISAL: APPLICANTS QUALIFYING FOR POSITIONS ON THE BASIS OF COLLEGE DEGREES AND/OR COURSES NEED TO INCLUDE DOCUMENTATION OF STATED EDUCATION. Each applicant must submit a City of Richmond Employment Application and a Supplemental Qualifications Questionnaire by the final filing date of Thursday, February 12, 2009. Failure to submit both the Employment Application and the Supplemental Qualifications Questionnaire by the final filing date will disqualify the candidate from further consideration. All completed Employment Application packages will be evaluated, graded and scored based on job-related qualifications criteria. An employment list will be established, and your placement on this list will be determined solely (100%) by information provided on the Employment Application and your responses to the Supplemental Qualifications Questionnaire. Having all the minimum qualifications does not guarantee that you will be placed on the employment list.

**EMPLOYMENT LIST**

A ranking of "A" (Best Qualified), "B" (Better Qualified) or "C" (Qualified) is required to achieve a position on the employment list. The employment list will be in effect for a maximum of two (2) years; however, the list may be canceled, without notice, after six (6) months.

**TO APPLY**

An application may be obtained from: City of Richmond Human Resources Management Department, 1401 Marina Way South, Richmond, CA 94804, (510) 620-6602. The Department is open Monday through Friday, 8:30 a.m. to 5:00 p.m. Candidates who are unable to visit the department may obtain an application by providing a stamped, self-addressed envelope with first class postage. An Employment Application may also be obtained by visiting the City's website at [www.ci.richmond.ca.us](http://www.ci.richmond.ca.us).



**Job Postings FEBRUARY 2009, continued**

(PLEASE NOTE: The City of Richmond will not accept responsibility for postage handling, and will not authorize extensions beyond the final filing date.) Faxed applications will not be accepted.

**IMMIGRATION REFORM ACT:** In compliance with the Immigration Reform Control Act of 1986, individuals offered employment by the City of Richmond will be required to show documentation of eligibility to work in the United States as a condition of employment.

**NON-DISCRIMINATION POLICY:** The City's policy prohibits discrimination against any applicant on the basis of race, color, age, physical or mental disability, religion, creed, sex, sexual orientation or national origin.

**EEO/AA/ADA/DRUG-FREE WORKPLACE**

Website: [www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)

**City of Mountain View, Revenue Manager,  
\$6,315 to \$7,894 Monthly**

The City of Mountain View's Finance and Administrative Services Department is seeking candidates to fill a challenging and rewarding position. This dynamic position is for a person with superb managerial, customer service, problem-solving, analytical, interpersonal and communications skills to fill an opportunity as a Revenue Manager. This position is responsible for managing the City's Revenue Collection section which includes utility billing and miscellaneous receivables, business licenses and cashiering.

**REQUIREMENTS:** The Revenue Manager position requires education equivalent to a bachelor's degree from an accredited college or university with major course work in finance or a related field and three years of increasingly responsible administrative and analytical experience. A master's degree in business or public administration is highly desirable.

**APPLY BY:** Applications and resumes will be accepted in the Employee Services Department on a continuous basis until the position has been filled. The first round of application review is scheduled for Friday, February 27, 2009. Applicants are invited to complete a City application and submit a resume outlining qualifications online at [www.calopps.org](http://www.calopps.org) or submit the materials to the Employee Services Department, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6310. EOE

## Need to renew your membership?

CSMFO membership renewal is just a click away at [www.csmfo.org](http://www.csmfo.org).

Visit the Membership page and click on CSMFO Online Membership Renewal.

After you've logged in, click View or Pay Dues Notices.

Make a payment with your credit card or by mail and continue enjoying the benefits of CSMFO membership!

## We have received bounce backs!

We've recently received several bounce backs from many of our members' e-mail addresses.

Please make sure to allow e-mails from [@staff.csmfo.org](mailto:@staff.csmfo.org) to pass through your spam blocker, otherwise, you may be missing critical CSMFO information!