



mini-NEWS

Dedicated to Excellence in Municipal Financial Management

President-Elect's Message

Derek Hanway, Financial Services Director, City of Burbank

It is time to break away from your Y2K software implementation, year-end closing, annual audit, and spirited GASB 34 discussions! It is my pleasure to provide an update on the planning efforts for the February 26-29, 2000 conference in Pasadena. The Host Committee led by Jay Goldstone, has been working feverishly to make the 2000 Conference the best ever. The theme for the conference is "Expanding Horizons in Government Finance".

The Program Committee, led by Vicki Copeland and the Career Development Committee coordinated by Jerry Rogers, has designed a quality program.

The pre-conference training will be given by Arthur Lange a University of Southern California and University of California, Riverside professor. He will be presenting a session related to leadership into the new millenium. Professor Lange has presented over 5,000 of these sessions.

The keynote speakers are as follows:

Art Berg will be giving a General Session entitled "The Impossible Just Takes a Little Longer".

Frank Abagnale will be presenting his life history as a luncheon speaker and will follow with two concurrent sessions on Fraud Prevention.

Chic Thompson a University of Virginia professor will be presenting a motivational General Session as well as a concurrent session.

Brian Lee will be presenting a luncheon session on "Thriving on Change" as well as a concurrent session.

Many quality breakout sessions are planned. The Program Committee is planning five concurrent sessions with

September 1999

**1999 CSMFO Weekend
Training Seminar
Friday, November 12 - Sunday,
November 14, 1999**

a variety of topics. Besides the concurrent session presented by our keynote speakers, many other quality speakers have been confirmed such as Stephen Gautier, Director, Technical Services Center, GFOA and Girard Miller, President/CEO, ICMA Retirement Corporation. The goal of the Program Committee has been to make our choice as to what concurrent sessions to attend a difficult choice.

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Attachments:

- 1) 1999 CSMFO Weekend Training Seminar

Be heard!

Mini-News is always seeking input from all CSMFO members on topics in any department section.

It's your newsletter!

**California Society of
Municipal Finance Officers**
www.csmfo.org

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Chapter Corner: San Gabriel Valley

Mark D. Alvarado, Administrative Services Director, City of Monrovia

The San Gabriel Chapter of CSMFO covers 34 cities, ranging from Santa Clarita and San Fernando on the west to Claremont on the east. Within the valley's 400 square miles, the right environment for business and living can be found. In addition to small and medium-sized businesses that form the basis of the Valley's business community, numerous Fortune 500 companies have major offices or plants in the here. They include Miller Brewing Co., Edison International, Avery Dennison, and many others.

The business climate has been on a huge upswing the last two years. Retail sales in the Valley have reached nearly \$9 billion annually. A San Gabriel Valley Foreign Trade Zone is being established to make it easier and more cost effective for local businesses to participate in international trade. The majority of cities in our valley offer some form of incentives to new businesses, including: industrial development bonds, land, acquisition or construction subsidies, lease or tenant improvement subsidies, business license tax waivers or reductions, property tax reimbursements, utility tax discounts, and financial relocation assistance.

The San Gabriel Valley chapter continually tries to assist in these endeavors by having bi-monthly meetings. The meetings are held at the Wyndham Garden hotel, in Monrovia, usually on the 3rd Wednesday of the month. A blend of technical and professional topics are offered. This is done to keep finance officers up to speed on financial issues, but also to focus on professional growth issues. The next meeting will have a session entitled "Strategic Thinking and Personal Planning". An earlier meeting brought a speaker from Toastmasters Intl. to talk about the art of public speaking. There has even been talk of bringing in a chef to give a filling presentation called "Humor Through Food"! Food and finance go hand in hand.

Many exciting things are going on in the San Gabriel Valley. The foothill freeway is being extended to link San Dimas, La Verne, and Claremont with San Bernardino County. We won't mention the 710 (Long Beach) freeway progress on the other side of the valley in South Pasadena! Pasadena, Burbank, and Glendale are under way with negotiations to expand the Burbank airport. Speaking of Pasadena, the CSMFO Annual Conference will be here next February. The organizing committee thinks this conference will come out smelling like a rose!

I would like to encourage all San Gabriel valley cities to attend the chapter meetings on a regular basis. It is a great way to stay in contact with your peers. Also, make sure to join the chapter e-mail group. Lastly, thank you to everyone who has supported CSMFO. Our organization is only as strong as the involvement of our members. Thanks everyone!

Weekend Training Seminar Planned for November in Southern California

Carolyn A. Dominguez,
Accounting Manager, City of San Luis Obispo

Back by popular demand, the annual CSMFO Weekend Training will be held November 12 - 14 at the Country Inn and Suites in Costa Mesa. This workshop is specifically designed to develop the skills of the newer finance officer; provide the experienced finance professional with a review of techniques and theories; and on-going career development for other key finance department staff.

Topics to be included in the 2 ½ day intensive training include:

- ◆ Financial Analysis & Long Range Planning
- ◆ Cash Management/Investing Public Funds
- ◆ Bond Financing Strategies
- ◆ Budget Processes
- ◆ Financial Reporting including GASB 34
- ◆ Legislative Review/Update
- ◆ Communications Skills for the Finance Professional

Attendance is limited to the first 30 paid registrants. Last year's program filled very quickly, so complete the attached registration form and mail it well in advance of the October 15, 1999 deadline. If you have any questions, please contact Ronnie Campbell at (562) 866-9771, ext. 2602 or Carolyn Dominguez at (805) 781-7127.

Introductory Governmental Accounting Course Comes to Northern California

Emma Karlen, Assistant Director of Financial Services, City of Milpitas

For those of us who are interested in providing our front line staff with high quality, low cost training on local government finance principles, the Career Development Committee will be offering this unique opportunity in Northern California.

On October 7, 1999 from 10 A.M. to 2:30 P.M., "Introduction to Governmental Accounting" will be hosted by the City of Milpitas. It is designed primarily for those with a non-governmental and/or accounting background such as clerical specialists, administrative assistants or anyone else interested in learning basic governmental accounting concepts. A local CPA firm will facilitate the training using materials drawn from the GFOA course and will cover the following topics, at a basic, introductory level: the environment of governmental accounting; basic accounting theory and definitions' description of fund accounting and basis of accounting; budgets, revenues and receipts; expenditures and disbursements (including payroll & inventory); the accounting cycle (opening and closing the GL), and financial reporting.

The course will be held at City of Milpitas Council Chamber, 455 E. Calaveras Blvd., Milpitas, CA 95035. The cost is \$35.00 per person, payable in advance to City of

Milpitas. This includes materials and lunch. Enrollment is limited to 35 participants. Please reserve by September 30, 1999. For more information, please contact Emma Karlen at (408) 586-3145 or ekarlen@ci.milpitas.ca.gov.

Successful Coaching Program

Last year the CSMFO board added a new coaching program for members to the 1999 goals. This program links seasoned professionals with members who are new to the local government financial field to provide guidance and support in achieving career and personal goals. The first group of players and coaches have teamed up and orientation by consultant, Don Maruska, has begun. Recently several members participated in a conference call to discuss progress.

This first orientation call demonstrated the enthusiasm and depth of commitment players and coaches have to this program. Here's a sampling of the uniformly positive comments.

Players: "Very effective, very beneficial. I've already met 10 people in CSMFO I didn't know."

"I'm so grateful for this program. Getting linked up with a specific person is a great help."

"I'm really excited. I'm amazed at the energy that CSMFO puts into getting

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Who You Gonna Call On?

The CSMFO Professional Services Directory is now on-line. This service is an Internet Directory of Governmental Professional Service Providers. The Directory is state-wide in scope and lists professional service providers by geographical location and by professional category. The CSMFO Professional Services Directory web site (www.csmfo.org/psd) is visited each week by CSMFO members and other users who are brought to the site by searching for technical support.

Commercial Associate members are invited to list their company on our site and take advantage of the growing number of people who seek all types of professional service via the Internet. The base cost of a one-year listing is just \$200. This base fee includes listing basic contact information, a brief company description, and a hypertext link to the company web site and e-mail contact. Additional options that may be selected are listings in multiple service categories, addition of the company logo and enhanced company profile.

Registering for the Professional Service Directory is quick and easy to do via the Internet. Simply go to the web page www.csmfo.org/psd, scroll down the left sidebar and click on "Register Today." You will automatically be entered into the directory and billed for the annual listing.

Your comments and suggestions are always welcome. The CSMFO Technology Committee has designed this new service for all members and

wanted to make sure it meets your needs. If you have any suggestions, please forward to Frances at the CSMFO headquarters office via e-mail (medemaf@cacities.org) or mail to 1400 K Street, Suite 400, Sacramento, CA 95814. You may also contact any member of the Technology Committee by calling Chair, Paul Arevalo (213/848-6421), Vice-Chair, Mark Alvarado (626/359-3231), or Senior Advisor, Bill Statler (805/781-7130).

Successful Coaching

Program, *continued from page 3*

people up to speed in the profession and improving their skills."

Coaches: "Good bridge call. I can't wait for our first coaching session."

"I'm excited about it. It's another way to help me grow too."

"Great start."

After this first series of orientation and training, the board plans to offer this program to others, possibly using members from the first series as trainers. Members will be kept informed of the progress and notified when the next series will begin.

President-Elect's Message,

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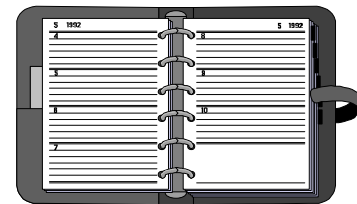
As excited as I am about the program, other conference events such as golf at Brookside, the Sunday night reception at the Athenaeum, a private club at California Institute of Technology, and the Monday night banquet will make the conference enjoyable.

At this time, I can not reveal the plans for the banquet; however, I can promise you that it will be unique and fun. In fact, the banquet should be a killer event.

Paul Arevalo and John Adams of West Hollywood are coordinating the Exhibit Hall. A letter to potential exhibitors will be issued in late September. If you are interested in taking advantage of this opportunity, please give Paul or John a call at (323) 848-6400 for more information.

I look forward to seeing you at the Pasadena conference! It is time to get back to the Y2K software implementation, year-end closing, annual audit, and endless GASB 34 debates.

MARK YOUR CALENDARS



League Annual Conference
October 10-12, San Jose

GFOA Exams (2 Sites)
October 22, Anaheim/Sunnyvale
Cash Management Exam (8 AM)
Debt Management and
Governmental Accounting Exam
(1 PM) - for an exam application
packet, e-mail Dave Kesler at
dkesler@gfoa.org

Financial Management Seminar
December 9-10, Monterey
Conference Center/Double Tree

CSMFO Annual Conference
February 26-29, Pasadena

CMTA Annual Conference
April 24-28, Concord

Chapter Meetings



San Gabriel Valley

Mark Alvarado, Chapter Chair

Date: Wednesday, September 15, 1999
Time: 11:00 - 1:30 P.M.
Place: Wyndham Garden Hotel
 Monrovia, CA
Spkr1: Carla Salling-Huntington
 MuniFinancial
Topic: Strategic Thinking and
 Personal Planning
Spkr2: Bruce Ackerman
 San Gabriel Valley Economic
 Partnership
Topic: Economic Trends in the SGV
Rsrv: Hilda Quintana
 626/359-3231

Next Meeting

Wednesday, November 17, 1999

Orange County

Stephen Dunn, Chapter Chair

Date: Thursday, September 23, 1999
Time: 11:00 - 1:30 P.M.
Place: The Turnip Rose
Spkr: Tim O'Donnell
 Assistant City Manager of
 Brea
Topic: The Entrepreneurial Activities
 of Brea
Rsrv: Maria Mendoza
 714/562-3711

Next Meeting

Date: Thursday, October 28, 1999
Time: 11:30 - 1:30 P.M.
Place: The Turnip Rose

San Diego County

Leslie Suelter, Chapter Chair

Date: Thursday, September 16, 1999
Time: 11:30 A.M. (Mix and Mingle)
 12:00 P.M. (Lunch)
Prgrm: Our September guest speaker is
 Pat Frazier, Deputy City Manager
 for the City of San Diego. Ms.
 Frazier, who oversees the
 Financial and Technical Services
 Business Center for the City, is
 going to speak to us about the
 financial and policy issues
 surrounding the development of
 the downtown Padres baseball
 stadium.
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 La Jolla, CA
Room: Orchids Room (1st Floor)
Rsrv: Call or e-mail Cheryl de Geus
 760/633-2643 or
cdegeus@ci.encinitas.ca.us
 by 12:00 Noon on Monday,
 September 13th

Next Meeting

Thursday, October 21, 1999

Coachella Valley

Agnes Flor, Chapter Chair

Date: Friday, September 17, 1999
Time: 12:00 P.M.
Host: City of La Quinta
Place: La Quinta Cliffhouse
 78-250 Highway 111
 La Quinta, CA 92253
Topic: Anything and everything you
 wanted to know about GASB 34
Spkr: Ken Al-Imam, C.P.A., Partner
 Conrad & Associates, LLP
Rsrv: Call Debbie DeRenard
 760/777-7150, by September 13th

Up the Ladder

ASSISTANT FINANCE DIRECTOR -
 Salary: \$65,3160 - \$80,1480/annually
 (DOQ), plus excellent - fully paid benefit
 package. Looking for a challenging, hands-on
 financial management opportunity. We have
 it here. Become part of a department that is
 reshaping itself and promoting quality
 customer service, technical excellence, and
 City-wide finance informational support.
 This is a full functioning Assistant Finance
 Director position responsible for an broad
 array of finance administration services
 including accounting, budget, payroll,
 purchasing and accounts payable, and
 financial operations. Requires four years of
 progressively responsible accounting or
 municipal finance experience with three years
 minimum supervisory experience with a
 Bachelor's Degree in accounting, finance,
 business, public administration or related
 field. Master's degree or CPA highly
 desirable. Apply by 5:00 P.M. Friday,
 September 17, 1999. For application
 materials and to apply contact: Personnel
 Division, 567 El Camino Real, San Bruno,
 CA 94066; or call (650) 616-7055. EOE

ACCOUNTING OPERATIONS SUPERVISOR - City of Monrovia, CA. Salary:
 \$3,328 - \$4,248/mo., plus excellent benefit
 pkg. Will serve as first-line supervisor for
 staff performing city payroll, accounts
 payable, accounts receivable, utility billing,
 cash collections and other related finance
 operations. Requires B.S. in business
 administration, accounting, or closely related
 field, plus three years progressively
 responsible professional experience in
 municipal accounting work, including two
 years in a supervisory capacity. Familiarity
 with Microsoft Word and Excel desirable.
 Contact City of Monrovia, Human Re-
 sources Department, 415 S. Ivy Avenue,
 Monrovia, CA 91016 to obtain city
 application, or call (626) 932-5592, ext.
 2701. E.O.E.

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**CSMFO
 Mini-News**

1400 K Street, Suite 400
 Sacramento, CA 95814
 (916) 658-8210
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 Website: www.csmfo.org

Up the Ladder, *continued*

FINANCIAL PLANNING DIRECTOR & ACCOUNTING MANAGER

- City of Davis, CA (Two Positions). The City of Davis, 15 miles from Sacramento in Yolo County, is home to the University of California at Davis. Davis (pop. 54,000) is known for its creative solutions, solar energy pioneering, responsible growth management, university environment, pedestrian/bicycle friendly infrastructure, red double-decker bus system, outstanding public schools and its close proximity to mountain and recreational amenities. If you are bright, analytical, a true professional, a team player, have a sense of humor and a strong work ethic please consider the following outstanding career opportunities:

FINANCIAL PLANNING DIRECTOR -

Salary: \$91,430. Oversees a full-function finance department of 21 employees and serves as City Treasurer. Must have open style, strong knowledge of California municipal finance, a big picture approach to finance, familiarity with various city budget models and responsible investment practices, experience with multiple debt service instruments and municipal tax structures. BS degree in a relevant field required (advanced degree preferred). Must be solution oriented and have excellent communication and delegation skills.

ACCOUNTING MANAGER -

Salary: \$56,274 - \$68,402. Oversees fourteen employees engaged in budgeting, revenue analysis, utility billing/customer service, and general accounting and payroll. Must be a problem solver with an open style, strong communication skills and familiarity with California municipal finance. BS degree in a relevant field required (advanced degree preferred).

To apply: Send resume, cover letter, current salary and three work-related references by October 29, 1999 to Shannon Associates, 1601 Response Road, Suite 390, Sacramento, CA 95815. Call 916/567-4280, Fax 916/567-1220, or e-mail resumes@shannonassoc.com. Visit the City of Davis web site at www.city.davis.ca.us.

SPECIAL ASSISTANT XVII (FINANCE) -

Salary: \$83,729 - \$101,764/yr. Class 1376 Fiscal Policies & Analysis Section of Airport Commission at San Francisco International Airport. 7 Years of experience in a combination of financial, economic, statistical analysis, forecasts and reports and experience in related work such as risk management, insurance programs and policy analysis including implementation of government-mandated financial requirement. Bachelor's Degree is required. Master's degree is highly desirable. For more information, call (650) 635-4996. Open until filled; may close at any time. AA/EOE.

FINANCIAL PLANNING DIRECTOR -

Salary: \$91,430. Oversees a full-function finance department of 21 employees and serves as City Treasurer. Must have open style, strong knowledge of California municipal finance, a big picture approach to finance, familiarity with various city budget models and responsible investment practices, experience with multiple debt service instruments and municipal tax structures. BS degree in a relevant field required (advanced degree preferred). Must be solution oriented and have excellent communication and delegation skills.

PAYROLL TECHNICIAN -

City of Redondo Beach, CA. Salary: \$2,893 - \$3,299/mo. (potential increase-currently in labor negotiations) - city paid PERS retirement. The city seeks qualified applicants for the position of Payroll Technician. Under the direct supervision of the Finance Officer, position is required to perform difficult and technical payroll functions; will be required to work in a busy office environment. Requires Graduation from high school supplemented by college courses, preferably an AA degree in Accounting. Four years clerical accounting, with emphasis in payroll processing including preparation of reports to the IRS, State EDD and the Franchise Tax Board. To apply: A City Employment Application must be received by September 17, 1999. Faxes and resumes will not be accepted in lieu of the required application. Applications and job flyer are available at: City of Redondo Beach, 415 Diamond Street/PO Box 270, Redondo Beach, CA 90277, (310) 318-0659. EOE

ACCOUNTANT III - City of Pico Rivera, CA. Salary: \$3509 - \$4265/mo. + a generous Benefits Package. Under direction of the Accounting Manager, this position will perform a variety of advanced level professional work such as recording of financial transactions and budgetary control for complex funds; review accounts payable and other fiscal records; develop and implement complex accounting system modifications. Education equivalent to a Bachelor's Degree in a related field and minimum of two years accounting experience are required. Experience in Governmental and Federal and/or State Grant accounting is a plus. Apply by October 4, 1999 at City of Pico Rivera, 6615 S. Passons Blvd., Pico Rivera, CA 90660 or call 562/801-4385. Must submit completed City application.

ACCOUNTANT I & II -

City of Vacaville, CA. Salary: \$3,196-\$4,176/mo. Duties include prof. account work, fin. statements, audits, and analysis. BA in acct or related field. Level II req. 2 yrs prof. exp. For an application, call (707) 449-5303 or www.ci.vacaville.ca.us. Appl. deadline 9/27.

LOS ANGELES TO PASADENA METROPOLITAN BLUE LINE CONSTRUCTION AUTHORITY

- The Authority is responsible for building a rail transit system, the first phase of which is approximately 13.7 miles between Los Angeles and Pasadena and is expected to be completed by the end of 2003. This newly formed public agency is recruiting for the following key positions: Director of Finance and Administration, Director of Engineering and Construction, Manager of Finance, and Manager of Administration. To apply for any of the above positions, send your resume (indicating which position you are applying for), the names of five work related references, and current salary to Heather Renschler, Ralph Anderson & Associates, 4240 Rocklin Road #11, Rocklin, CA 95677, 916/630-4900, or e-mail raa-hr@pacbell.net, by September 24, 1999. Confidential inquiries welcomed. Please call for brochure or visit our web site at www.ralphanderson.com.

continued on the next page

Up the Ladder, *continued***INFORMATION SYSTEMS MANAGER -**

City of El Segundo, CA. Salary: \$65,829 - \$80,016 annual base. Paid PERS, +\$600/mo. for medical coverage, paid retiree medical, paid optical/dental, 5 days executive leave, paid holidays, sick leave + other excellent time benefits. Manages all automation aspects of city information systems, including supervision, analysis, system audits, plan/development. Requires: BA in Information Systems, Computer Science, Data Processing, Business/Public Admin, Mathematics, or related field, additional experience may be accepted in lieu of education on a year-for-year basis, plus min. 3 yrs, FT, supervisory exper. in DP/IS admin. & mgt of complex, multi-user info systems & valid CA DL. Deadline: Open until filled. Must submit detailed resume w/salary history to El Segundo Human Resources Dept., 350 Main St., El Segundo, CA 90245, 310/322-4670, ext. 204. For information and/or detailed job brochure, call City 24-Hour Job Line at 310/607-2220. City is a Merit System Employer.

ACCOUNTANT – Sunnyvale, CA. Salary: \$44,790 - \$54,443 annually, + excellent benefits including PERS 2% at 55. Under general direction, performs a variety of professional accounting tasks. Responsible for the maintenance of the general ledger, preparation of financial statements and reports, maintenance of Federal, State and Local grants database. Strong personal computer skills highly desirable. Requires equivalent to Bachelor's degree with a major in accounting or other related areas and one year of experience in accounting. Apply by 9/24/99, 5:00 p.m. For an official City application, contact: City of Sunnyvale, Human Resources Department, 456 W. Olive, Sunnyvale, CA 94086, 408/730-7490, or visit <http://www.ci.sunnyvale.ca.us> for an application packet.



Here's how to advertise your city's vacant position in the *CSMFO Mini-News*: please email your announcement to nguyenm@cacities.org (attachment must be in rich text format only), or fax to (916) 658-8240, attention Mai Nguyen. Your announcement should contain the following information: job title, city, salary, position description, and how to apply. The charge to advertise is \$8.00 per 40-character line. Please also include billing information, as billing will take place after the ad appears in the *Mini-News*.

Emailed or faxed classified ads must be received by the 25th of each month for next month's insertion.

NOTE: It would be helpful if the job's filing date is at the end of the month, which allows people two to three weeks to respond to the ad.