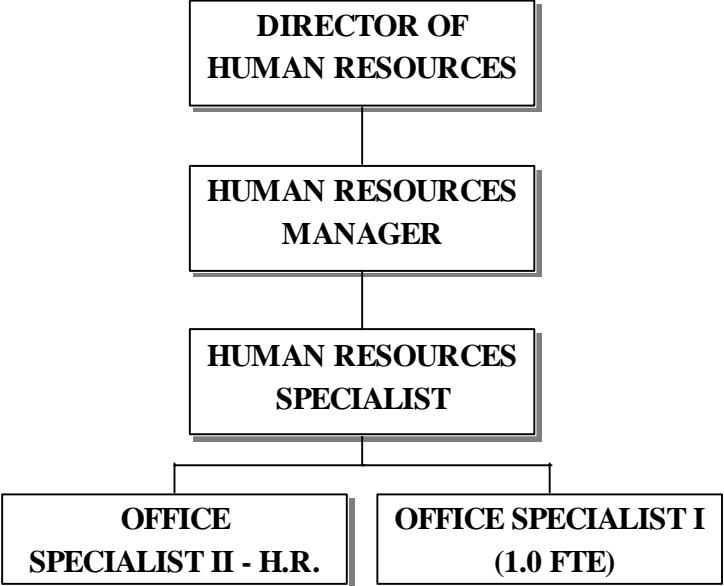


***HUMAN RESOURCES***

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**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

***Human Resources***

***Division 2506***

CLASSIFICATION	ACTUAL FY 2004/05	ACTUAL FY 2005/06	ADOPTED FY 2006/07	PROJECTED YEAR END FY 2006/07	ADOPTED FY 2007/08
<b>HUMAN RESOURCES</b>					
SALARIES	234,435	253,887	263,000	263,000	423,100
EMPLOYEE BENEFITS	45,064	59,081	67,900	67,900	92,200
SUPPLIES	2,643	3,105	2,200	2,200	2,200
SERVICE CHARGES	146,375	172,118	187,850	191,550	194,050
<b>TOTAL EXPENDITURES</b>	<b>428,517</b>	<b>488,191</b>	<b>520,950</b>	<b>524,650</b>	<b>711,550</b>

**ACTIVITY INFORMATION**

The Human Resources Division is responsible for providing all customers with excellent personnel services consistent with modern organizational principles and industry standards and to attract and retain a qualified, diverse, and safe work force while encouraging positive and harmonious working relationships.

**Accomplishments During FY 2006/2007:**

- Conducted the recruitment, advertising, testing and selection processes necessary to achieve and maintain full staffing in all public safety ranks.
- Obtained Department of Justice fingerprint clearances for all City employees, contractors and volunteers.
- Established 46 employment eligibility lists used to fill 52 position vacancies.
- Coordinated and monitored the administration of the worker's compensation program.
- Conducted all required position classification and/or salary studies in order to maintain the integrity of the City-wide classification and compensation plan.
- Provided staff support for all grievance, discipline and personnel investigation processes.
- Provided ongoing consultation and assistance to management and supervisory staff on the administration of the Merit Ordinance, Personnel

Rules and Regulations, Administrative Code and Memorandums of Understanding.

- Conducted a Request for Proposal process to identify the provider of pre-employment medical evaluations, worker's compensation injury and illness treatment and occupational/ physical therapy.
- Coordinated AB1825 Harassment Training for new employees and supervisors.
- Coordinated training on the City's Harassment in Employment Policy for all full-time and part-time employees.
- Provided staff support to the City's Chief negotiator in the development of successor Memorandum of Understanding with the City Employees Association and Police Support Services Employees Association.
- Implemented the Human Resources module of the Eden Gold conversion and upgrade project.
- Administered the City's new photo identification card program.
- Provided personnel management and employee relations training to all of the City's supervisors and managers.

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**Goals and Objectives for FY 2007/2008:**

- Conduct the recruitment, advertising, testing and selection processes necessary to achieve and maintain full staffing in all public safety ranks.
- Provide staff support to the City’s Chief negotiator in the development of successor Memorandum of Understanding with the Police Officers, Firefighters and Police Managers Employee Associations.
- Provide personnel management and employee relations training for all of the City’s Supervisory and Managerial personnel.
- Implement the Human Resources applicant tracking module of Eden Gold.
- Provide Harassment in Employment and Violence in the Workplace training to all City employees.
- Coordinate and monitor the administration of the worker’s compensation program and transition medical services to a state approved Medical Provider Network (MPN).
- Conduct all required position classification and/or salary studies in order to maintain the integrity of the City-wide classification and compensation plan.
- Update section 1A2 (Management -Confidential Series) of the City’s Administrative Code.
- Strengthen Administrative Rules and Regulations and maintain harmonious relationships with the City’s six bargaining units.
- Provide consultation and assistance to Management and Supervisory staff on the interpretation and administration of the Merit Ordinance, Personnel Rules and Regulations, Administrative Code, Municipal Code, Memorandums of Understanding and applicable State and Federal laws and regulations.
- Conduct a request for proposal process to identify the third party administrator for the City’s self insured worker’s compensation program.
- Remodel the public service areas of the Human Resources office.

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**POSITION INFORMATION**

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CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
DIRECTOR OF HUMAN RESOURCES	1.0	
HUMAN RESOURCES MANAGER	1.0	
HUMAN RESOURCES SPECIALIST	1.0	
OFFICE SPECIALIST II H.R.	1.0	
OFFICE SPECIALIST I		1.0

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**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

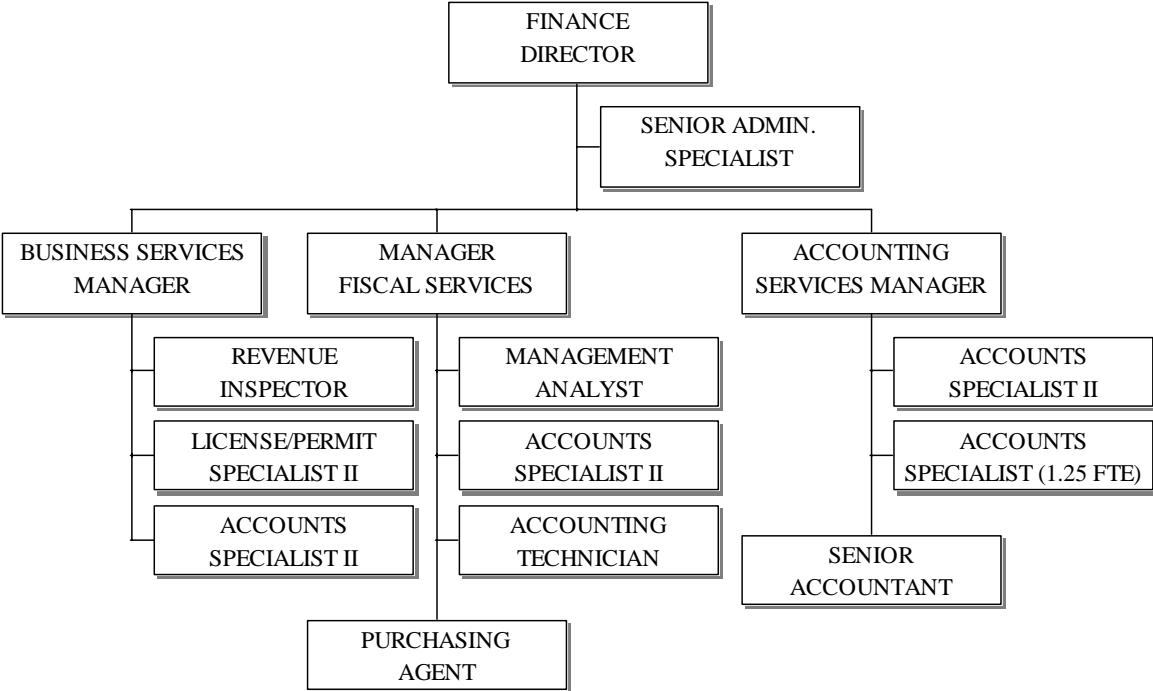
ACCOUNT DETAIL	ACTUAL FY 2004/05	ACTUAL FY 2005/06	ADOPTED FY 2006/07	PROJECTED YEAR END FY 2006/07	ADOPTED FY 2007/08
<b>SALARIES</b>					
4101 Salaries Full-Time	203,351	207,950	218,000	218,000	381,800
4102 Salaries Part-time	31,041	45,872	45,000	45,000	41,300
4103 Overtime	43	65	0	0	0
<b>TOTAL SALARIES</b>	<b>234,435</b>	<b>253,887</b>	<b>263,000</b>	<b>263,000</b>	<b>423,100</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>45,064</b>	<b>59,081</b>	<b>67,900</b>	<b>67,900</b>	<b>92,200</b>
<b>SUPPLIES</b>					
5201 Office Supplies	0	0	0	0	0
5204 Operating Supplies	1,645	2,418	1,500	1,500	1,500
5206 Computer Supplies	998	687	700	700	700
<b>TOTAL SUPPLIES</b>	<b>2,643</b>	<b>3,105</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>
<b>SERVICE CHARGES</b>					
6201 Advertising/Publishing	27,396	19,991	20,000	25,000	20,000
6203 Copy Machine Charges	820	1,136	1,000	1,000	1,000
6205 Other Printing & Binding	4,115	2,455	2,000	2,000	2,000
6206 Contractual Services	12,439	0	0	0	4,000
6207 Equipment Replacement Charges	2,600	1,300	1,300	0	3,500
6208 Dues & Subscriptions	1,589	1,050	1,250	1,250	1,250
6213 Meetings & Travel	1,551	1,856	1,400	1,400	1,400
6214 Professional/Technical	70,796	103,743	116,000	116,000	116,000
6215 Repair & Maintenance	569	492	500	500	500
6219 Network Operating Charge	900	900	900	900	900
6223 Training & Education	6,917	16,443	25,000	25,000	25,000
6253 Postage	3,285	4,678	3,500	3,500	3,500
6262 Testing/Recruitment	13,398	18,074	15,000	15,000	15,000
<b>TOTAL SERVICE CHARGES</b>	<b>146,375</b>	<b>172,118</b>	<b>187,850</b>	<b>191,550</b>	<b>194,050</b>
<b>HUMAN RESOURCES</b>	<b>428,517</b>	<b>488,191</b>	<b>520,950</b>	<b>524,650</b>	<b>711,550</b>

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**FINANCE**

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**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**



**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**Finance**

CLASSIFICATION	ACTUAL FY 2004/05	ACTUAL FY 2005/06	ADOPTED FY 2006/07	PROJECTED YEAR END FY 2006/07	ADOPTED FY 2007/08
<b>FINANCE</b>					
<b>General Fund</b>					
Administration	329,272	359,908	359,750	337,600	368,200
Accounting Services	661,417	729,194	769,450	734,350	782,150
Business Services	342,421	382,750	397,150	361,200	418,100
Risk Management/Purchasing	162,548	164,552	171,700	171,700	156,400
<b>Total General Fund</b>	<b>1,495,658</b>	<b>1,636,404</b>	<b>1,698,050</b>	<b>1,604,850</b>	<b>1,724,850</b>
<b>Debt Service Fund</b>					
Assessment District #73	203,525	0	0	0	0
<b>TOTAL FINANCE</b>	<b>1,699,183</b>	<b>1,636,404</b>	<b>1,698,050</b>	<b>1,604,850</b>	<b>1,724,850</b>

**ACTIVITY INFORMATION**

**Mission Statement:**

The mission of the Finance Department includes ten elements: to provide citizens, vendors, City Manager, City Council, and all departments with excellent customer service; to collect all revenue and pay for all goods and services in a timely manner; to maintain accurate records of all financial transactions; to assist the City Council, City Manager and departmental staff with budget preparation and financial matters; to provide regularly scheduled financial statements and analysis in a timely manner; to provide City departments with exceptional, efficient, and responsive personnel services consistent with modern organizational principles; to attract and retain a qualified, diverse and safe work force while encouraging positive and harmonious working relationships; to address the risk management needs of the City; to assist all businesses in the City; and to technically support in-house staff and implement all of the technology needs of the City.

employees in a community such as El Segundo, where local government is vital to maintaining a quality of life superior to that of most communities.

The Finance Department's primary organizational purpose is to provide all the necessary financial, human resources, technical, business and risk management services to City departments and the general public. These are provided to departments so that municipal services, which address the quality of life for residents and a strong foundation for our business community, are delivered without delay.

Our mission is carried out by a competent, reliable and honest staff which is dedicated to standards of service, conduct and professionalism which are not only crucial in the accounting and human resources industries, but are expected of public

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**Finance Administration**

**Division 2501**

CLASSIFICATION	ACTUAL FY 2004/05	ACTUAL FY 2005/06	ADOPTED FY 2006/07	PROJECTED YEAR END FY 2006/07	ADOPTED FY 2007/08
<b>ADMINISTRATION</b>					
SALARIES	184,452	202,722	204,400	182,750	195,500
EMPLOYEE BENEFITS	39,875	47,259	51,600	47,150	52,900
SUPPLIES	24,613	25,890	22,000	18,750	22,000
SERVICE CHARGES	80,332	84,037	81,750	88,950	97,800
<b>TOTAL EXPENDITURES</b>	<b>329,272</b>	<b>359,908</b>	<b>359,750</b>	<b>337,600</b>	<b>368,200</b>

**ACTIVITY INFORMATION**

The Finance Department's Administrative Division is responsible for providing City officials and City staff with financial and administrative support services required to achieve their program goals effectively, and to plan, develop, direct and control the fiscal systems in accordance with legal, operational and management information requirements.

Included in the overall responsibility of the Administrative Division is the management of the Accounting, Business Services and Business License function, Risk Management; Payroll Services, Accounts Payable, Accounts Receivable, Purchasing, and Budgeting.

**Departmental Accomplishments During FY 2006-2007:**

- Continued to develop cross training in payroll and other areas of functional responsibility in the department.
- Planned and implemented the conversion of the accounting and payroll system (Eden) to the new version.
- Resolved ongoing PERS issues related to the Employer Paid Member Contribution (EPMC).
- Participated on an ongoing basis with the Golf Course Subcommittee.
- Hired an actuary to analyze short term and long term retiree health costs to determine requirements of GASB 43 and 45.
- Involved the entire department in emergency services training and participated in citywide emergency exercise.
- Participated on management negotiation team for labor negotiations with the Supervisory and Professional Association.
- Worked closely with the City Manager, City Council, and all departments to complete a balanced FY 2006-2007 budget.

- Initiated additional actuarial analysis on Worker's Compensation and Liability to determine appropriate funding levels for the Worker's Compensation and Liability Insurance Funds.

**Departmental Goals and Objectives for FY 2007-2008:**

- Continue to work closely with all department heads on improving the communication and team building of the City's executive team.
- Continue to work closely and advise City Manager and Council on financial impacts for the City's General Fund budget.
- Continue to improve the quality and depth of financial data which will provide the City's executive team timely and useful information to use in the decision-making process.
- Continue to distribute timely and useful financial information to City Council and all employees.
- Provide regular quarterly financial updates.
- Work with the Human Resource and Purchasing Agent to continue to improve the contract process make recommendations to the City Manager on improvements to the process, insurance requirements or more flexible language in professional service agreements.
- Continue to support labor negotiations through financial analysis for Police and Fire.
- Develop a long term cash flow analysis.
- Revisit fund balance policy and make recommendations to the City Manager and City Council on any changes to the policy.

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**POSITION INFORMATION**

<b>CLASSIFICATION</b>	<b>FULL-TIME</b>	<b>PART-TIME (FTE)</b>
DIRECTOR OF FINANCE	1.0	
SENIOR ADMINISTRATIVE SPECIALIST	1.0	

<b>ACCOUNT DETAIL</b>	<b>ACTUAL FY 2004/05</b>	<b>ACTUAL FY 2005/06</b>	<b>ADOPTED FY 2006/07</b>	<b>PROJECTED YEAR END FY 2006/07</b>	<b>ADOPTED FY 2007/08</b>
<b>SALARIES</b>					
4101 Salaries Full-Time	184,452	202,722	204,400	182,750	195,500
<b>TOTAL SALARIES</b>	<b>184,452</b>	<b>202,722</b>	<b>204,400</b>	<b>182,750</b>	<b>195,500</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>39,875</b>	<b>47,259</b>	<b>51,600</b>	<b>47,150</b>	<b>52,900</b>
<b>SUPPLIES</b>					
5201 Office Supplies	0	0	0	0	0
5204 Operating Supplies	24,613	25,890	22,000	18,750	22,000
<b>TOTAL SUPPLIES</b>	<b>24,613</b>	<b>25,890</b>	<b>22,000</b>	<b>18,750</b>	<b>22,000</b>
<b>SERVICE CHARGES</b>					
6203 Copy Machine Charges	1,549	413	1,000	0	500
6207 Equipment Replacement Charges	8,500	8,200	8,500	8,500	19,600
6208 Dues & Subscriptions	561	871	500	1,400	500
6213 Meetings & Travel	3,088	3,134	2,600	2,100	3,600
6214 Professional/Technical	32,130	31,948	30,000	32,650	30,000
6219 Network Operating Charge	8,400	8,400	8,400	11,200	8,400
6223 Training & Education	396	105	1,750	1,100	6,200
6224 Vehicle Operating Charges	1,167	246	0	0	0
6253 Postage	4,070	3,821	5,000	5,600	5,000
6254 Telephone	6,547	12,206	10,000	12,750	10,000
6260 Equipment Leasing Costs	13,924	14,693	14,000	13,650	14,000
<b>TOTAL SERVICE CHARGES</b>	<b>80,332</b>	<b>84,037</b>	<b>81,750</b>	<b>88,950</b>	<b>97,800</b>
8108 Capital / Computer Hardware	0	0	0	0	0
<b>ADMINISTRATIVE</b>	<b>329,272</b>	<b>359,908</b>	<b>359,750</b>	<b>337,600</b>	<b>368,200</b>

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**Finance Accounting Services**

**Division 2502**

CLASSIFICATION	ACTUAL FY 2004/05	ACTUAL FY 2005/06	ADOPTED FY 2006/07	PROJECTED YEAR END FY 2006/07	ADOPTED FY 2007/08
<b>ACCOUNTING SERVICES</b>					
SALARIES	376,081	456,243	544,900	516,150	549,900
EMPLOYEE BENEFITS	80,650	108,542	133,700	133,700	141,400
SERVICE CHARGES	204,686	164,409	90,850	84,500	90,850
<b>TOTAL EXPENDITURES</b>	<b>661,417</b>	<b>729,194</b>	<b>769,450</b>	<b>734,350</b>	<b>782,150</b>

**ACTIVITY INFORMATION**

The Finance Department’s Accounting Services Division is responsible for providing an effective general and budgetary accounting system and for performing fiscal accounting and reporting tasks to meet City, State and Federal requirements. In addition, it is the responsibility of this division to provide budget and financial statement preparation, forecasting and reporting of all City revenues, general ledger accounting, payroll, benefit services, account maintenance, billing, classifying and recording transactions: providing electronic data processing service. The overall objectives of the Accounting Services Division are to develop and provide accurate, timely and efficient general and budgetary accounting services to the City Council, City Manager and Department Heads; to meet the accounting and reporting requirements of State and Federal agencies; and to provide ongoing administration and the processing of payroll and benefits.

Also, the Accounting Services Division is responsible for the administering, collecting, recording and reporting of all revenues due the City except for revenues billed for in the Business Services Division and for the recording and payment of all City obligations. Revenue sources consist of sales and use tax, property taxes, transient occupancy taxes, utility user’s tax and various other taxes; parking violation fines and penalties; water and sewer service fees; various fees and charges for permits, inspections and other services; grants and entitlements from other government agencies.

**Accomplishments During FY 2006/07:**

- Produced an award winning Comprehensive Annual

Financial Report (CAFR) for fiscal year ended September 30, 2006.

- Received the GFOA financial awards.
- Completed Eden Gold conversion.
- Updated Fixed Assets and Infrastructure Valuations as per GASB Statement No. 34.
- Maintained an average of 20 working days after month-end to prepare accurate interim financial reports.
- Provided comprehensive payroll and benefits services in a complex payroll system, including the issuance of 11,050 paychecks; processed 850 employee insurance changes, and updated 1,100 rate changes.
- Paid approximately 15,500 invoices with the issuance of 8,000 warrants.
- Implemented GASB 44 – The new Statistical Section

**Goals and Objectives for FY 2007/08:**

- Receive a clean financial audit with no management letter comments.
- Produce an award winning Comprehensive Annual Financial Report (CAFR) for fiscal year ended September 30, 2007.
- Complete Management Audit of the Water Fund.

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**POSITION INFORMATION**

<b>CLASSIFICATION</b>	<b>FULL-TIME</b>	<b>PART-TIME (FTE)</b>
MANAGER FISCAL SERVICES	1.0	
ACCOUNTING MANAGER	1.0	
SENIOR ACCOUNTANT	1.0	
MANAGEMENT ANALYST	1.0	
ACCOUNTS SPECIALIST II	2.0	1.25

<b>ACCOUNT DETAIL</b>	<b>ACTUAL FY 2004/05</b>	<b>ACTUAL FY 2005/06</b>	<b>ADOPTED FY 2006/07</b>	<b>PROJECTED YEAR END FY 2006/07</b>	<b>ADOPTED FY 2007/08</b>
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**SALARIES**

4101	Salaries Full-Time	335,051	408,623	488,100	470,250	490,900
4102	Salaries Part-time	41,030	47,620	55,800	45,900	58,000
4103	Overtime	0	0	1,000	0	1,000
4112	Compensated Sick Time	0	0	0	0	0
	<b>TOTAL SALARIES</b>	<b>376,081</b>	<b>456,243</b>	<b>544,900</b>	<b>516,150</b>	<b>549,900</b>

<b>TOTAL EMPLOYEE BENEFITS</b>	<b>80,650</b>	<b>108,542</b>	<b>133,700</b>	<b>133,700</b>	<b>141,400</b>
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**SERVICE CHARGES**

6208	Dues & Subscriptions	817	927	700	500	700
6213	Meetings & Travel	2,178	2,893	4,900	2,850	4,900
6214	Professional/Technical	201,338	159,746	82,650	80,850	82,650
6223	Training & Education	353	843	2,600	300	2,600
	<b>TOTAL SERVICE CHARGES</b>	<b>204,686</b>	<b>164,409</b>	<b>90,850</b>	<b>84,500</b>	<b>90,850</b>

<b>ACCOUNTING</b>	<b>661,417</b>	<b>729,194</b>	<b>769,450</b>	<b>734,350</b>	<b>782,150</b>
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**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**Finance Business Services**

**Division 2504**

CLASSIFICATION	ACTUAL FY 2004/05	ACTUAL FY 2005/06	ADOPTED FY 2006/07	PROJECTED YEAR END FY 2006/07	ADOPTED FY 2007/08
<b>BUSINESS SERVICES</b>					
SALARIES	262,136	279,073	290,100	268,950	301,100
EMPLOYEE BENEFITS	60,492	77,355	86,900	75,850	91,900
SERVICE CHARGES	19,793	26,322	20,150	16,400	20,100
CAPITAL-FIXED ASSETS	0	0	0	0	5,000
<b>TOTAL EXPENDITURES</b>	<b>342,421</b>	<b>382,750</b>	<b>397,150</b>	<b>361,200</b>	<b>418,100</b>

**ACTIVITY INFORMATION**

The Finance Department's Business Services Division is primarily responsible for providing effective internal and external customer service in areas that interface with the private sector business community. These functions include business license tax administration, miscellaneous accounts receivable, filming and working with the California State Board of Equalization to insure seller's permits for sales and use tax are allocated directly to the City.

**Accomplishments During FY 2006-2007:**

- Continued audits of in-city businesses using various software for discovery of property owners and tenants.
- Continued the Direct Pay Permit Program for use tax to enhance sales/use tax revenues.
- Continued business license document scanning project for current 2007 renewals.
- Continued in-house audits of commercial properties in the city while establishing good working relations with landlords and property managers to obtain tenant roster compliance.
- Successful site visits with numerous in-city businesses with various City Council Members and City Manager.
- Provided staff support with the coordination of all Senate Bill 90 State Mandate Reimbursements.
- Continued Parking Permit Program for City owned parking structure.
- Participated in the AB 63 Program with the Franchise Tax Board.
- Participated on Film Permit Subcommittee and revised Film Ordinance.

**Goals and Objectives for FY 2007-2008:**

- Business license software conversion.
- Accounts receivable module conversion to updated financial software and link to cashiering system.
- Implement update of renewal notice language based on feedback during 2008 renewal process.
- Continue to work with City Attorney to clarify business license sections of the Municipal Code.
- Business license staff to continue on-going training and education through the California Municipal Revenue and Tax Association to acquire Certification as a Revenue Officer.
- Continue streamlining of business licensing and miscellaneous accounts receivable processes.
- Continue in-house audits of business licenses.
- Research available resources to facilitate with identifying non-compliant businesses.
- Continue Document Imaging Project by scanning business license documents and sending paper copies to off-site storage vendor.
- Continue AB990 Program to obtain successful issuance of Seller's Permits by the California State Board of Equalization, resulting in new revenue, correction of sales tax misallocations and increase business license compliance.
- Maintain Outreach Program to businesses to obtain a Direct Pay Permit for direct use tax allocation back to the City.
- Continue to participate in the Local Government Sharing

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

Program (AB 63) to determine unlicensed businesses filing California income tax returns using El Segundo for its business address.

**POSITION INFORMATION**

<b>CLASSIFICATION</b>	<b>FULL-TIME</b>	<b>PART-TIME (FTE)</b>
BUSINESS SERVICES MANAGER	1.0	
REVENUE INSPECTOR	1.0	
ACCOUNT SPECIALIST II	1.0	
LICENSE/PERMIT SPECIALIST II	1.0	
HEARING OFFICER		.10

<b>ACCOUNT DETAIL</b>	<b>ACTUAL FY 2004/05</b>	<b>ACTUAL FY 2005/06</b>	<b>ADOPTED FY 2006/07</b>	<b>PROJECTED YEAR END FY 2006/07</b>	<b>ADOPTED FY 2007/08</b>
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**SALARIES**

4101	Salaries Full-Time	261,447	279,073	286,500	263,950	297,500
4102	Salaries Part-time	689	0	3,600	5,000	3,600
4103	Overtime	0	0	0	0	0
	<b>TOTAL SALARIES</b>	<b>262,136</b>	<b>279,073</b>	<b>290,100</b>	<b>268,950</b>	<b>301,100</b>

**EMPLOYEE BENEFITS**

4201	Retirement Benefits	19,205	27,819	32,800	26,350	36,000
4202	FICA	17,599	19,214	20,800	18,350	21,600
4203	Workers' Compensation	1,927	3,189	3,400	3,150	3,200
4204	Group Insurance	21,761	27,133	29,900	28,000	31,100
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>60,492</b>	<b>77,355</b>	<b>86,900</b>	<b>75,850</b>	<b>91,900</b>

**SERVICE CHARGES**

6206	Contractual Services	3,827	5,446	6,500	6,650	6,000
6208	Dues & Subscriptions	95	95	250	150	200
6213	Meetings & Travel	1,509	2,169	2,200	300	2,700
6214	Professional/Technical	13,996	17,625	10,000	8,000	10,000
6223	Training & Education	366	987	1,200	1,300	1,200
6260	Equipment Leasing Costs	0	0	0	0	0
	<b>TOTAL SERVICE CHARGES</b>	<b>19,793</b>	<b>26,322</b>	<b>20,150</b>	<b>16,400</b>	<b>20,100</b>

**CAPITAL-FIXED ASSETS**

8104	Capital/Equipment	0	0	0	0	5,000
	<b>TOTAL CAPITAL-FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>

	<b>BUSINESS SERVICES</b>	<b>342,421</b>	<b>382,750</b>	<b>397,150</b>	<b>361,200</b>	<b>418,100</b>
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**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

***Finance Purchasing***

***Division 2507***

CLASSIFICATION	ACTUAL FY 2004/05	ACTUAL FY 2005/06	ADOPTED FY 2006/07	PROJECTED YEAR END FY 2006/07	ADOPTED FY 2007/08
<b>RISK MANAGEMENT &amp; PURCHASING</b>					
SALARIES	130,078	129,634	131,000	131,000	119,300
EMPLOYEE BENEFITS	31,008	34,480	38,600	38,600	35,000
SERVICE CHARGES	1,462	438	2,100	2,100	2,100
<b>TOTAL EXPENDITURES</b>	<b>162,548</b>	<b>164,552</b>	<b>171,700</b>	<b>171,700</b>	<b>156,400</b>

**ACTIVITY INFORMATION**

The Finance Department's Purchasing Division is primarily responsible for providing effective internal and external customer service in areas of Purchasing.

**Accomplishments During FY 2006/2007:**

- Completed redeployment and auctioning of obsolete City vehicles and equipment.
- Completed an actuarial study of the City's Workers' Compensation & Liability Programs.
- Continued updating of the Equipment Replacement schedule for use in development of annual City budget.
- Continued updating of the GASB 34 (Governmental Accounting Standards Board's 34th Statement) Equipment Schedule for items valued greater than \$5,000 for reporting and audit.

**Goals and Objectives for FY 2007/2008**

- Continue streamlining of the purchasing processes.
- Continue redeployment and auctioning of obsolete City vehicles and equipment.
- Continue updating and analysis of Equipment Replacement schedule for annual City budget.
- Continue updating of GASB 34 Equipment Schedule for items valued greater than \$5,000.
- Continue managing the City's Cal Card (procurement card) program.

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**POSITION INFORMATION**

<b>CLASSIFICATION</b>	<b>FULL-TIME</b>	<b>PART-TIME (FTE)</b>
PURCHASING AGENT	1.0	
ACCOUNTING TECHNICIAN	1.0	

<b>ACCOUNT DETAIL</b>	<b>ACTUAL FY 2004/05</b>	<b>ACTUAL FY 2005/06</b>	<b>ADOPTED FY 2006/07</b>	<b>PROJECTED YEAR END FY 2006/07</b>	<b>ADOPTED FY 2007/08</b>
<b>SALARIES</b>					
4101 Salaries Full-Time	130,078	129,634	131,000	131,000	119,300
<b>TOTAL SALARIES</b>	<b>130,078</b>	<b>129,634</b>	<b>131,000</b>	<b>131,000</b>	<b>119,300</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>31,008</b>	<b>34,480</b>	<b>38,600</b>	<b>38,600</b>	<b>35,000</b>
<b>SERVICE CHARGES</b>					
6206 Contractual Services	0	0	0	0	0
6208 Dues & Subscriptions	220	310	350	250	350
6213 Meetings & Travel	1,107	36	1,300	1,550	1,300
6223 Training & Education	135	92	450	300	450
<b>TOTAL SERVICE CHARGES</b>	<b>1,462</b>	<b>438</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>
<b>RISK MANAGEMENT &amp; PURCHASING</b>	<b>162,548</b>	<b>164,552</b>	<b>171,700</b>	<b>171,700</b>	<b>156,400</b>

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**

**Assessment District #73**

**Fund 202**

CLASSIFICATION	ACTUAL FY 2004/05	ACTUAL FY 2005/06	ADOPTED FY 2006/07	PROJECTED YEAR END FY 2006/07	ADOPTED FY 2007/08
<b>ASSESSMENT DISTRICT #73 - REDEMPTION</b>					
DEBT SERVICE	202,200	0	0	0	0
SERVICE CHARGES	1,325	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>203,525</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**ACTIVITY INFORMATION**

The Assessment District #73 Fund is a Debt Service Fund which accounts for the repayment of the City's Sewer Improvement Assessment District Bonds that were issued in June 1986. Final payment of the City's debt service requirements for the Assessment District #73 bonds was made prior to 2004-2005 yearend.

**CITY OF EL SEGUNDO  
ADOPTED OPERATING BUDGET**

**ADMINISTRATIVE SUPPORT SERVICES**