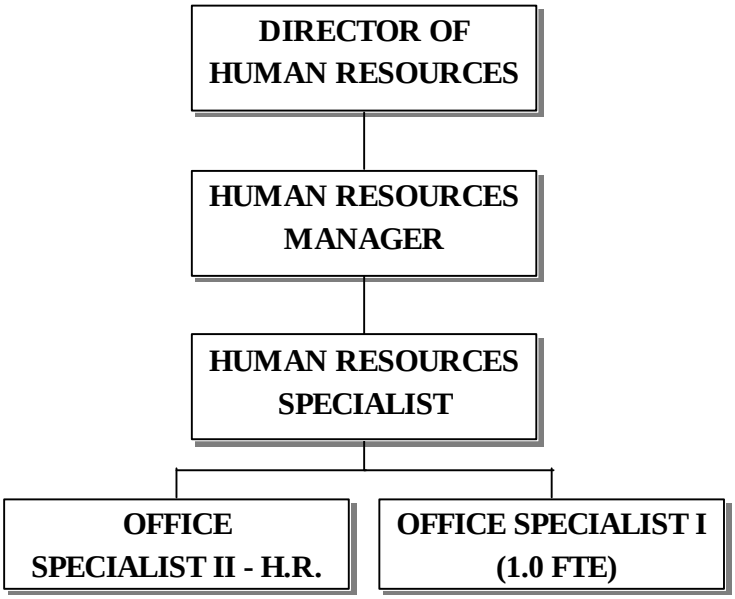
HUMAN RESOURCES



Human Resources — *Division 2506*

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
HUMAN RESOURCES					
SALARIES	234,435	276,818	423,100	423,100	427,400
EMPLOYEE BENEFITS	45,064	66,767	92,200	92,200	137,300
SUPPLIES	2,643	2,187	2,200	2,100	2,200
SERVICE CHARGES	146,375	204,093	194,050	223,650	197,750
TOTAL EXPENDITURES	**428,517**	**549,865**	**711,550**	**741,050**	**764,650**

ACTIVITY INFORMATION

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

Accomplishments During FY 2007/2008:

- Established 49 employment eligibility lists for represented merit systems positions.
- Conducted the recruitment, advertising, testing and selection processes necessary to achieve and maintain full staffing in all public safety ranks.
- Provided 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.
- Provided staff support to the executive search firm which conducted the recruitment process for the Director of Public Works.
- Provided staff support for all personnel investigation, discipline and grievance processes.
- Provided personnel management and employee relations training for all of the City's Supervisory and Managerial personnel.
- Provided Harassment in Employment and Violence in the Workplace training for City employees.
- Coordinated and monitored the administration of the Worker's Compensation Program by Southern California Risk Management Associates.
- Conducted all required position classification and/or salary studies in order to maintain the integrity of the City-wide classification and compensation plan.
- Strengthened Administrative Rules and Regulations and maintained harmonious relationships with the City's six bargaining units.
- Provided 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, City-wide policies and applicable State and Federal laws and regulations.
- Conducted a request for proposal process to identify the third party administrator for the City's self insured Worker's Compensation Program.
- Remodeled the public service areas of the Human Resources office.
- Coordinated the activities of the City Safety Committee.

Goals and Objectives for FY 2008/2009:

- Conduct the recruitment, advertising, testing and selection processes necessary to achieve and maintain full staffing in all Public Safety ranks.
- Implement the provisions of new Memorandum of Understanding with the Police Officers, Firefighters and Police Managers Employee Associations.
- Provide staff support to the City's Chief Negotiator in the development of a successor Memorandum of Understanding with the Supervisory and Professional Employees Association.
- Provide Personnel Management and Employee Relations Training for the City's Supervisory and Managerial personnel.
- Implement the Human Resources module of the EdenGold conversion and upgrade.
- Implement the Human Resources applicant tracking module of Eden Gold.
- Update Section 1A2 (Management-Confidential Series) of the City's Administrative Code.
- Conduct all required position classification and/or salary studies in order to maintain the integrity of the City-Wide Classification and Compensation Plan.
- Coordinate mandatory AB1825 Harassment Training for new supervisory employees.
- 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, City-Wide Policies and applicable State and Federal Laws and Regulations.
- Strengthen Administrative Rules and Regulations and maintain professional and harmonious relations with the City's six bargaining units.

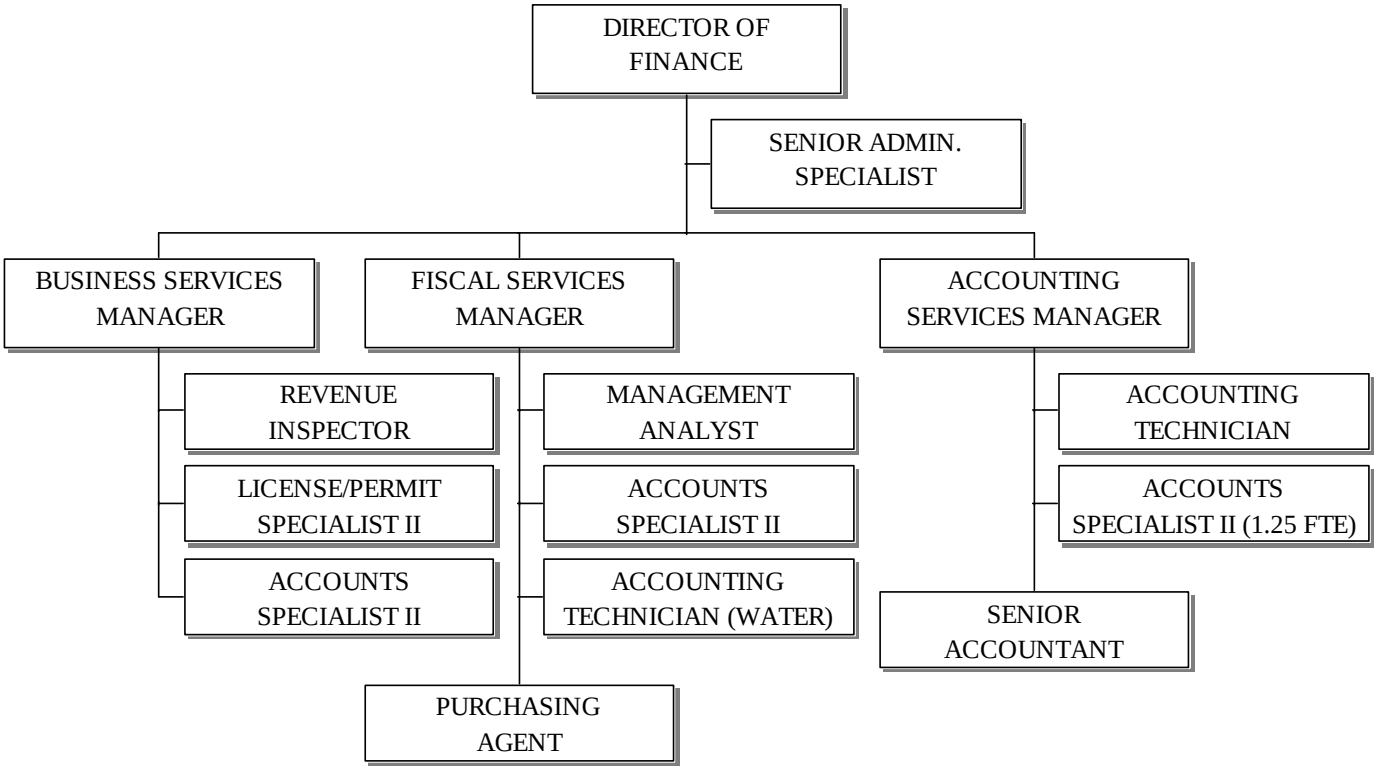
POSITION INFORMATION

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

ADMINISTRATIVE SUPPORT SERVICES

CLASSIFICATION		ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES						
4101	Salaries Full-Time	203,351	230,354	381,800	381,800	376,300
4102	Salaries Part-time	31,041	46,500	41,300	41,300	51,100
4103	Overtime	43	-36	0	0	0
	TOTAL SALARIES	**234,435**	**276,818**	**423,100**	**423,100**	**427,400**
TOTAL EMPLOYEE BENEFITS		**45,064**	**66,767**	**92,200**	**92,200**	**137,300**
SUPPLIES						
5201	Office Supplies	0	0	0	0	0
5204	Operating Supplies	1,645	286	1,500	1,400	1,500
5206	Computer Supplies	998	1,901	700	700	700
	TOTAL SUPPLIES	**2,643**	**2,187**	**2,200**	**2,100**	**2,200**
SERVICE CHARGES						
6201	Advertising/Publishing	27,396	25,151	20,000	20,000	20,000
6203	Copy Machine Charges	820	2,057	1,000	3,000	3,000
6205	Other Printing & Binding	4,115	2,142	2,000	2,000	2,000
6206	Contractual Services	12,439		4,000	4,000	4,000
6207	Equipment Replacement Charges	2,600	1,300	3,500	0	2,900
6208	Dues & Subscriptions	1,589	924	1,250	1,250	1,550
6213	Meetings & Travel	1,551	1,460	1,400	1,400	2,800
6214	Professional/Technical	70,796	122,868	116,000	150,000	116,000
6215	Repair & Maintenance	569	377	500	500	500
6219	Network Operating Charge	900	900	900	0	1,500
6223	Training & Education	6,917	23,732	25,000	23,000	25,000
6253	Postage	3,285	2,146	3,500	3,500	3,500
6262	Testing/Recruitment	13,398	21,036	15,000	15,000	15,000
	TOTAL SERVICE CHARGES	**146,375**	**204,093**	**194,050**	**223,650**	**197,750**
	HUMAN RESOURCES	**428,517**	**549,865**	**711,550**	**741,050**	**764,650**

FINANCE


DIRECTOR OF FINANCE
SENIOR ADMIN. SPECIALIST
BUSINESS SERVICES MANAGER
FISCAL SERVICES MANAGER
ACCOUNTING SERVICES MANAGER
REVENUE INSPECTOR
LICENSE/PERMIT SPECIALIST II
ACCOUNTS SPECIALIST II
MANAGEMENT ANALYST
ACCOUNTS SPECIALIST II
ACCOUNTING TECHNICIAN (WATER)
PURCHASING AGENT
ACCOUNTING TECHNICIAN
ACCOUNTS SPECIALIST II (1.25 FTE)
SENIOR ACCOUNTANT

Finance

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
FINANCE					
General Fund					
Administration	359,908	308,373	368,200	368,200	407,500
Accounting Services	729,194	831,584	782,150	782,150	513,550
Business Services	382,750	384,860	418,100	417,900	449,250
Fiscal Services	164,552	174,003	156,400	156,400	543,700
TOTAL FINANCE	**1,636,404**	**1,698,820**	**1,724,850**	**1,724,650**	**1,914,000**

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.

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 finance and accounting industries, but are expected of public 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, accounting, technical, benefits, payroll, 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.

Finance Administration *Division 2501*

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
ADMINISTRATION					
SALARIES	202,722	152,184	195,500	195,500	212,200
EMPLOYEE BENEFITS	47,259	43,193	52,900	52,900	72,300
SUPPLIES	25,890	22,030	22,000	22,000	22,800
SERVICE CHARGES	84,037	90,966	97,800	97,800	100,200
TOTAL EXPENDITURES	**359,908**	**308,373**	**368,200**	**368,200**	**407,500**

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, Fiscal Services; Payroll Services, Benefits, Accounts Payable, Accounts Receivable, Purchasing, Budgeting, and Risk Management.

Departmental Accomplishments During FY 2007-2008:

- Continued to develop cross training in payroll, accounts payable and other areas of functional responsibility in the department.
- Participated on an ongoing basis with the Golf Course Subcommittee.
- Retained actuary to further analyze short term and long term retiree health costs to determine requirement and options pertaining to 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 El Segundo Police Managers Association, El Segundo Police Officiers Association and El Segundo Firefighters Association.
- Worked closely with the City Manager, City Council, and all departments to complete a balanced FY 2007-2008 budget.
- Received approval and adoption of new Ordinances regarding Purchasing, Contract Execution and Disposition of Assets. These changes coupled with changes to departmental procedures will enhance and streamline our current processes.

Departmental Goals and Objectives for FY 2008-2009:

- 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 Legal, City Manager and City Clerk to continue to improve the contract process by modifiying procedures, insurance requirements or including more flexible language in professional service agreements.
- 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.
- Evaluate PERS 457 retirement plan based on status of underlying expense costs and quality of administrative services support.

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
DIRECTOR OF FINANCE	1.0	
SENIOR ADMINISTRATIVE SPECIALIST	1.0	

	CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES						
4101	Salaries Full-Time	202,722	152,184	195,500	195,500	212,200
	TOTAL SALARIES	**202,722**	**152,184**	**195,500**	**195,500**	**212,200**
	TOTAL EMPLOYEE BENEFITS	**47,259**	**43,193**	**52,900**	**52,900**	**72,300**
SUPPLIES						
5201	Office Supplies	0	0	0	0	0
5204	Operating Supplies	25,890	22,030	22,000	22,000	22,800
	TOTAL SUPPLIES	**25,890**	**22,030**	**22,000**	**22,000**	**22,800**
SERVICE CHARGES						
6203	Copy Machine Charges	413	0	500	500	550
6207	Equipment Replacement Charges	8,200	8,500	19,600	19,600	22,400
6208	Dues & Subscriptions	871	1,055	500	500	550
6213	Meetings & Travel	3,134	1,562	3,600	3,600	3,750
6214	Professional/Technical	31,948	39,247	30,000	30,000	31,100
6219	Network Operating Charge	8,400	8,400	8,400	8,400	5,400
6223	Training & Education	105	800	6,200	6,200	6,400
6224	Vehicle Operating Charges	246		0	0	0
6253	Postage	3,821	4,545	5,000	5,000	5,200
6254	Telephone	12,206	13,777	10,000	10,000	10,350
6260	Equipment Leasing Costs	14,693	13,080	14,000	14,000	14,500
	TOTAL SERVICE CHARGES	**84,037**	**90,966**	**97,800**	**97,800**	**100,200**
8108	Capital / Computer Hardware	0	0	0	0	0
	ADMINISTRATIVE	**359,908**	**308,373**	**368,200**	**368,200**	**407,500**

Finance Accounting Services — *Division 2502*

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
ACCOUNTING SERVICES					
SALARIES	456,243	547,544	549,900	549,900	299,100
EMPLOYEE BENEFITS	108,542	138,152	141,400	141,400	105,900
SERVICE CHARGES	164,409	145,888	90,850	90,850	108,550
TOTAL EXPENDITURES	**729,194**	**831,584**	**782,150**	**782,150**	**513,550**

ACTIVITY INFORMATION

The overall objectives of the Accounting Services Division are to develop and provide accurate, timely and efficient general and budgetary financial/accounting services to the City Council, City Manager, and Departments Heads. In addition, the Department is responsible for providing a general and budgetary financial/accounting reporting system which effectively reports all City financial transactions in a manner that enables internal users to effectively manage their areas of responsibility as well as providing external agencies a reporting mechanism which allows for proper oversight of the City's financial transactions. There are a multitude of local, State, and Federal agency reporting requirements the Accounting Services Division is responsible for maintaining and preparing on a monthly, quarterly, and annual basis.

The Accounting Services Division is responsible for recording the entire City's financial and budget transactions for all governmental and business-type activities; general ledger accounting and analysis for all funds; grant analysis; accounts payable; bank reconciliations; and the preparation of financial reports. The division is also responsible for the annual audit, the preparation of the Comprehensive Annual Financial Report (CAFR), Single Audit OMB A-133 Report, State Controller's Report, Annual Street Report, Proposition A and C reporting, annual 1099-M reporting; various grant reporting, and a variety of other regulatory local, State, and Federal reporting.

Accomplishments During FY 2007/08:

- Prepared the Comprehensive Annual Financial Report Financial Report (CAFR) for fiscal year ending September 30, 2007.
- Received the GFOA financial award for FY06/07 and applied for the award for FY07/08.
- Prepared the Single Audit OMB A-133 Report.
- Updated Fixed Assets and Infrastructure Valuations as per GASB Statement No. 34.
- Implemented GASB 43/45 – The new OPEB requirements.
- Prepared the State Controller's Report; Annual Street Report; and various grant funding reports.
- Maintained an average of 20 working days after month-end to prepare accurate interim financial reports.
- Paid approximately 13,000 invoices with the issuance of 7,000 warrants.

Goals and Objectives for FY 2008/09:

- Complete the year-end financial audit with no management letter comments.
- Produce an award winning Comprehensive Annual Financial Report (CAFR) for fiscal year ended September 30, 2008.
- Complete the conversion of the Water and Sewer Fund billing to the Eden System.
- Improve financial accountable and reporting utilizing areas of Eden Gold not currently in use.

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
MANAGER ACCOUNTING SERVICES	1.0	
SENIOR ACCOUNTANT	1.0	
ACCOUNTING TECHNICIAN	1.0	
ACCOUNTS SPECIALIST II		1.25

	CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES						
4101	Salaries Full-Time	408,623	498,558	490,900	490,900	231,400
4102	Salaries Part-time	47,620	48,986	58,000	58,000	66,700
4103	Overtime	0	0	1,000	1,000	1,000
4112	Compensated Sick Time	0		0	0	0
	TOTAL SALARIES	**456,243**	**547,544**	**549,900**	**549,900**	**299,100**
TOTAL EMPLOYEE BENEFITS		**108,542**	**138,152**	**141,400**	**141,400**	**105,900**
SERVICE CHARGES						
6208	Dues & Subscriptions	927	375	700	700	750
6213	Meetings & Travel	2,893	2,257	4,900	4,900	5,100
6214	Professional/Technical	159,746	141,357	82,650	82,650	100,000
6223	Training & Education	843	1,899	2,600	2,600	2,700
	TOTAL SERVICE CHARGES	**164,409**	**145,888**	**90,850**	**90,850**	**108,550**
	ACCOUNTING	**729,194**	**831,584**	**782,150**	**782,150**	**513,550**

Finance Business Services — *Division 2504*

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
BUSINESS SERVICES					
SALARIES	279,073	280,704	301,100	301,100	308,600
EMPLOYEE BENEFITS	77,355	84,716	91,900	91,900	119,700
SERVICE CHARGES	26,322	19,440	20,100	19,900	20,950
CAPITAL-FIXED ASSETS	0	0	5,000	5,000	0
TOTAL EXPENDITURES	**382,750**	**384,860**	**418,100**	**417,900**	**449,250**

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 2007-2008:

- Exceeded estimated business license tax revenues by approximately $500,000.
- 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 2008 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.
- 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 in the AB 990 Program with the State Board of Equalization.
- Two staff members are now Certified Revenue Officers.
- Participated on Film Permit Subcommittee and revised Film Ordinance.

Goals and Objectives for FY 2008-2009:

- 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.
- Participate in Local Government Program (AB 63).

POSITION INFORMATION

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

	CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES						
4101	Salaries Full-Time	279,073	274,851	297,500	297,500	305,000
4102	Salaries Part-time	0	5,853	3,600	3,600	3,600
4103	Overtime	0	0	0	0	0
	TOTAL SALARIES	**279,073**	**280,704**	**301,100**	**301,100**	**308,600**
TOTAL EMPLOYEE BENEFITS		**77,355**	**84,716**	**91,900**	**91,900**	**119,700**
SERVICE CHARGES						
6206	Contractual Services	5,446	4,970	6,000	5,800	6,000
6208	Dues & Subscriptions	95	199	200	200	200
6213	Meetings & Travel	2,169	1,447	2,700	2,700	
6214	Professional/Technical	17,625	11,639	10,000	10,000	10,500
6223	Training & Education	987	1,185	1,200		1,200
6260	Equipment Leasing Costs	0	0	0	0	0
	TOTAL SERVICE CHARGES	**26,322**	**19,440**	**20,100**	**19,900**	**20,950**
CAPITAL-FIXED ASSETS						
8104	Capital/Equipment	0	0	5,000	5,000	0
	TOTAL CAPITAL-FIXED ASSETS	0	0	5,000	5,000	0
	BUSINESS SERVICES	**382,750**	**384,860**	**418,100**	**417,900**	**449,250**

Finance Fiscal Services — *Division 2507*

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
FISCAL SERVICES					
SALARIES	129,634	133,508	119,300	119,300	397,400
EMPLOYEE BENEFITS	34,480	38,526	35,000	35,000	143,700
SERVICE CHARGES	438	1,969	2,100	2,100	2,600
TOTAL EXPENDITURES	**164,552**	**174,003**	**156,400**	**156,400**	**543,700**

ACTIVITY INFORMATION

The Finance Department's Fiscal Services Division assists in the development, management, operations and evaluation of fiscal affairs of the City. The Division is primarily responsible for providing budget preparation, forecasting and reporting of all City revenues and expenditures, meeting the accounting and reporting requirements of State and Federal agencies; effective internal and external customer service in the area of budgeting, purchasing, risk management, and the administration and processing of payroll and benefits. In addition, The Fiscal Services Division assists in the administration of proposals and contracts for department services and ensures services are provided to contract provisions. The Finance Department's Purchasing Division is primarily responsible for providing effective internal and external customer service in areas of Purchasing.

Accomplishments During FY 2007/2008:

- Completed the FY 2007-2008 Adopted Budget.
- Completed renewals of City insurance policy contracts.
- 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.
- Attended and completed FEMA & Emergency Response training in support of the City's Disaster Preparedness Plan.
- Assisted in preparation of the Cost Fee Study bid proposal and subsequent development activities which resulted in potential new fundamental service fees.
- Completed redeployment and auctioning of obsolete City vehicles and equipment.
- Continue to manage and analyze the City's Cal Card (procurement card) program.

Goals and Objectives for FY 2008/2009

- Continue to enhance the budgeting process by analyzing current methodology and implementing best practices where applicable.
- Continue redeployment and auctioning of obsolete City vehicles and equipment.
- Implement additional review procedures to analyze budget performance to meet adopted budget goals.
- Continue updating and analysis of Equipment Replacement schedule for annual City budget.
- Continue streamlining of the risk management process by preparing and guiding department vendor liaisons with specific language required in City Certificates of Insurance and Endorsements.
- Initiate direct Purchase Requisition procedures to select departments for online Purchase Order workflow processing which will enhance and speed the procurement process.
- Evaluate PERS 457 retirement plan and implement feasible options based on status of underlying expense costs and quality of administrative services support.
- To continue monitoring the activities administered by Colen & Lee to ensure a better financial position for the liability fund, including producing a new comprehensive Risk Management program.
- Continue participation in the monthly Safety Committee meetings to improve safety and health awareness in the City and employees.
- Continue to support the annual City CAFR reporting requirements as stipulated by GASB No. 34
- Prepare and develop labor analysis for contract negotiations, budgeting and recruitment.

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
FISCAL SERVICES MANAGER	1.0	
PURCHASING AGENT	1.0	
MANAGEMENT ANALYST	1.0	
ACCOUNTING TECHNICIAN (WATER)	1.0	
ACCOUNTS SPECIALIST II	1.0	

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES					
4101 Salaries Full-Time	129,634	133,508	119,300	119,300	397,400
TOTAL SALARIES	**129,634**	**133,508**	**119,300**	**119,300**	**397,400**
TOTAL EMPLOYEE BENEFITS	**34,480**	**38,526**	**35,000**	**35,000**	**143,700**
SERVICE CHARGES					
6206 Contractual Services	0	0	0	0	0
6208 Dues & Subscriptions	310	310	350	350	350
6213 Meetings & Travel	36	1,549	1,300	1,300	1,800
6214 Professional/Technical				0	0
6223 Training & Education	92	110	450	450	450
TOTAL SERVICE CHARGES	**438**	**1,969**	**2,100**	**2,100**	**2,600**
FISCAL SERVICES	**164,552**	**174,003**	**156,400**	**156,400**	**543,700**