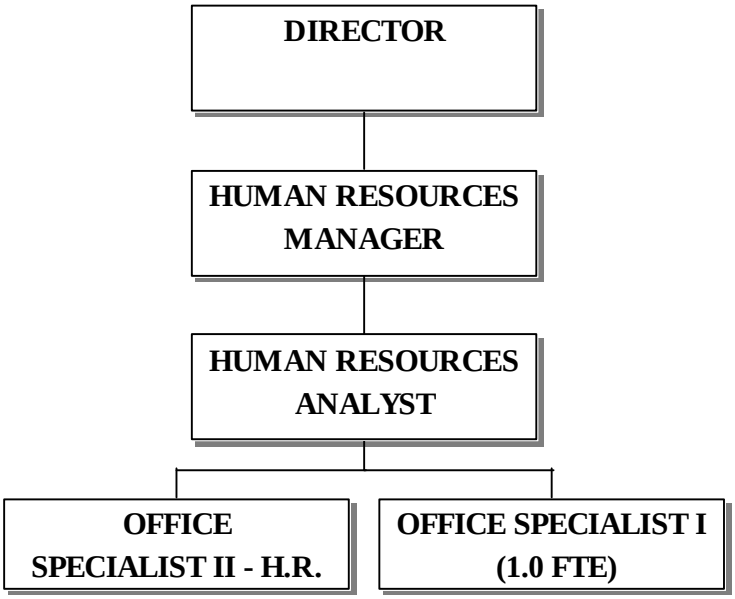
HUMAN RESOURCES



Human Resources — *Division 2506*

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
HUMAN RESOURCES					
SALARIES	276,818	294,406	427,400	372,150	386,300
EMPLOYEE BENEFITS	66,767	119,726	137,300	117,900	186,400
SUPPLIES	2,187	2,197	2,200	2,000	2,200
SERVICE CHARGES	204,093	231,772	197,750	213,400	189,150
TOTAL EXPENDITURES	**549,865**	**648,101**	**764,650**	**705,450**	**764,050**

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 2008/2009:

- Established 36 Employment Eligibility Lists for merit system positions.
- Conducted the recruitment, testing and selection processes necessary to achieve and maintain full staffing in all public safety ranks.
- Implemented the provisions of new Memorandum of Understanding with the Police Officers, Firefighters and Police Managers' Employee Associations.
- Provided staff support to the City's Chief Negotiator in the development of a successor Memorandum of Understanding with the Supervisory and Professional Employees Bargaining Unit.
- Finalized the restructuring of the Human Resources Department, including the establishment of a Professional Human Resources Analyst position and the hiring of a Human Resources Manager and Human Resources Analyst.
- Renewed Professional Services Agreements with City's Workers' Compensation Program Third Party Administrator, City Safety Consultant and Industrial Injury and Pre-Placement Medical Facility.
- Completed the remodeling of the Human Resources Department.
- Provided staff support for all personal investigations, discipline and grievance processes.
- Coordinated AB1825 Harassment Training for Supervisory and Management employees.
- Updated Section 1A2 (Management Confidential Series) of the City's Administrative Code.
- Provided consultation, information and assistance to management and supervisory staff on the Merit Ordinance, Personnel Rules and Regulations, Municipal Code, Administrative Code, Memorandums of Understanding, City-Wide Policies and applicable State and Federal laws and regulations.
- Provided staff support in the recruiting of two new department heads.

- Coordinated and monitored the administration of the Workers' Compensation Program by Southern California Risk Management Associates.
- Coordinated the activities of the City Safety Committee and Safety Consultant.
- Strengthened Administrative Rules and Regulations and maintained harmonious relationships with the City's six bargaining units.
- Conducted all required position classification and/or salary studies in order to maintain the integrity of the City-wide Classification and Compensation Plan.

Goals and Objectives for FY 2009/2010:

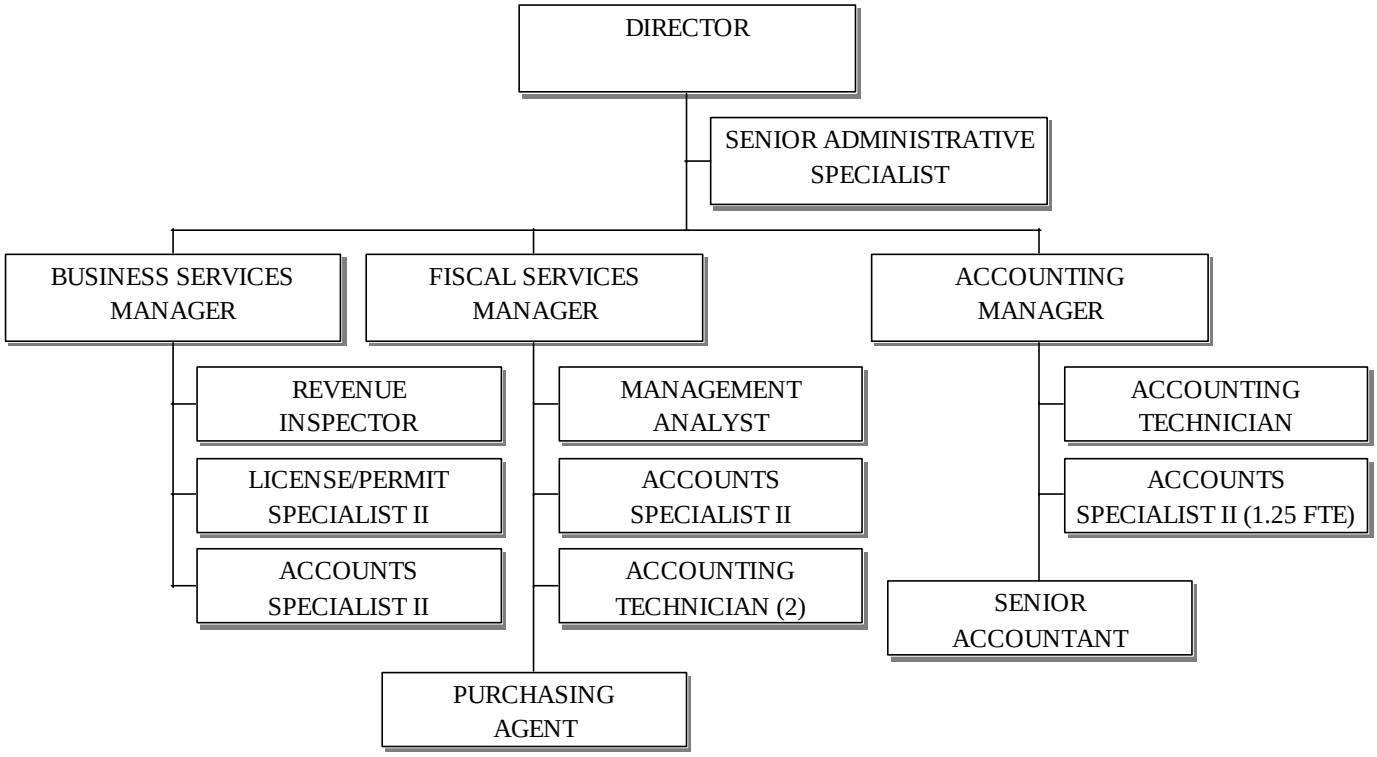
- Conduct the recruitment, advertising, testing and selection processes necessary to achieve and maintain full staffing in all Public Safety ranks.
- Implement the provisions of new Memorandum of Understanding with the Police Officers, Firefighters and Police Managers Employee Associations.
- Provide 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 ANALYST	1.0	
OFFICE SPECIALIST II H.R.	1.0	
OFFICE SPECIALIST I		1.0

CLASSIFICATION		ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES						
4101	Salaries Full-Time	230,354	240,864	376,300	302,000	335,300
4102	Salaries Part-time	46,500	53,125	51,100	69,400	51,000
4103	Overtime	-36	417	0	750	0
	TOTAL SALARIES	**276,818**	**294,406**	**427,400**	**372,150**	**386,300**
TOTAL EMPLOYEE BENEFITS		**66,767**	**119,726**	**137,300**	**117,900**	**186,400**
SUPPLIES						
5204	Operating Supplies	286	1,977	1,500	1,500	1,500
5206	Computer Supplies	1,901	220	700	500	700
	TOTAL SUPPLIES	**2,187**	**2,197**	**2,200**	**2,000**	**2,200**
SERVICE CHARGES						
6201	Advertising/Publishing	25,151	20,098	20,000	22,000	18,000
6203	Copy Machine Charges	2,057	4,765	3,000	1,000	3,000
6205	Other Printing & Binding	2,142	48	2,000	1,000	1,000
6206	Contractual Services		13,360	4,000	27,300	2,000
6207	Equipment Replacement Charges	1,300	3,500	2,900	2,900	3,000
6208	Dues & Subscriptions	924	1,787	1,550	1,400	1,550
6213	Meetings & Travel	1,460	636	2,800	2,200	2,800
6214	Professional/Technical	122,868	143,959	116,000	110,000	112,000
6215	Repair & Maintenance	377	0	500	250	250
6219	Network Operating Charge	900	900	1,500	1,500	1,500
6223	Training & Education	23,732	13,691	25,000	20,000	23,000
6253	Postage	2,146	3,522	3,500	3,000	3,000
6254	Telephone	0	592	0	850	850
6260	Equipment Leasing Costs	0	0	0	0	4,200
6262	Testing/Recruitment	21,036	24,914	15,000	20,000	13,000
	TOTAL SERVICE CHARGES	**204,093**	**231,772**	**197,750**	**213,400**	**189,150**
	HUMAN RESOURCES	**549,865**	**648,101**	**764,650**	**705,450**	**764,050**

FINANCE


DIRECTOR
SENIOR ADMINISTRATIVE SPECIALIST
BUSINESS SERVICES MANAGER
FISCAL SERVICES MANAGER
ACCOUNTING MANAGER
REVENUE INSPECTOR
LICENSE/PERMIT SPECIALIST II
ACCOUNTS SPECIALIST II
MANAGEMENT ANALYST
ACCOUNTS SPECIALIST II
ACCOUNTING TECHNICIAN (2)
PURCHASING AGENT
ACCOUNTING TECHNICIAN
ACCOUNTS SPECIALIST II (1.25 FTE)
SENIOR ACCOUNTANT

Finance

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
FINANCE					
General Fund					
Administration	308,373	373,240	407,500	360,375	419,650
Accounting Services	831,584	836,556	513,550	441,560	526,050
Business Services	384,860	502,331	449,200	457,396	470,300
Fiscal Services	174,003	245,293	543,700	463,170	545,500
TOTAL FINANCE	**1,698,820**	**1,957,420**	**1,913,950**	**1,722,501**	**1,961,500**

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 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
ADMINISTRATION					
SALARIES	152,184	180,650	212,200	183,425	208,700
EMPLOYEE BENEFITS	43,193	77,940	72,300	76,450	93,900
SUPPLIES	22,030	20,700	22,800	14,200	22,800
SERVICE CHARGES	90,966	93,950	100,200	86,300	94,250
TOTAL EXPENDITURES	**308,373**	**373,240**	**407,500**	**360,375**	**419,650**

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 2008-2009:

- 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 2008-2009 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 2009-2010:

- 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 modifying 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.

ADMINISTRATIVE SUPPORT SERVICES

POSITION INFORMATION

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

	CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES						
4101	Salaries Full-Time	152,184	180,650	212,200	183,425	208,700
	TOTAL SALARIES	**152,184**	**180,650**	**212,200**	**183,425**	**208,700**
TOTAL EMPLOYEE BENEFITS		**43,193**	**77,940**	**72,300**	**76,450**	**93,900**
SUPPLIES						
5201	Office Supplies	0	50	0	0	0
5204	Operating Supplies	22,030	20,650	22,800	14,200	22,800
	TOTAL SUPPLIES	**22,030**	**20,700**	**22,800**	**14,200**	**22,800**
SERVICE CHARGES						
6203	Copy Machine Charges	0	0	550	0	200
6207	Equipment Replacement Charges	8,500	21,200	22,400	22,400	20,600
6208	Dues & Subscriptions	1,055	0	550	550	550
6213	Meetings & Travel	1,562	1,000	3,750	3,000	3,750
6214	Professional/Technical	39,247	34,600	31,100	31,100	31,100
6219	Network Operating Charge	8,400	8,400	5,400	5,400	5,400
6223	Training & Education	800	4,000	6,400	1,200	6,400
6253	Postage	4,545	5,300	5,200	3,800	5,200
6254	Telephone	13,777	7,800	10,350	10,350	10,350
6260	Equipment Leasing Costs	13,080	11,650	14,500	8,500	10,700
	TOTAL SERVICE CHARGES	**90,966**	**93,950**	**100,200**	**86,300**	**94,250**
	ADMINISTRATION	**308,373**	**373,240**	**407,500**	**360,375**	**419,650**

Finance Accounting Services — *Division 2502*

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
ACCOUNTING SERVICES					
SALARIES	547,544	447,611	299,100	240,170	273,600
EMPLOYEE BENEFITS	138,152	163,730	105,900	99,090	143,900
SERVICE CHARGES	145,888	225,215	108,550	102,300	108,550
TOTAL EXPENDITURES	**831,584**	**836,556**	**513,550**	**441,560**	**526,050**

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 2008/09:

- Prepared the Comprehensive Annual Financial Report Financial Report (CAFR) for fiscal year ending September 30, 2008.
- Prepared the Single Audit OMB A-133 Report.
- Updated Fixed Assets and Infrastructure Valuations as per GASB Statement No. 34.
- 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.
- Completed the conversion of the Water and Sewer Fund billing to the Eden System.

Goals and Objectives for FY 2009/10:

- 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, 2009.
- 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)
ACCOUNTING MANAGER	1.0	
SENIOR ACCOUNTANT	1.0	
ACCOUNTING TECHNICIAN	1.0	
ACCOUNTS SPECIALIST II		1.25

	CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES						
4101	Salaries Full-Time	498,558	392,790	231,400	150,250	225,400
4102	Salaries Part-time	48,986	54,821	66,700	81,900	47,200
4103	Overtime	0	0	1,000	8,020	1,000
	TOTAL SALARIES	**547,544**	**447,611**	**299,100**	**240,170**	**273,600**
	TOTAL EMPLOYEE BENEFITS	**138,152**	**163,730**	**105,900**	**99,090**	**143,900**
SERVICE CHARGES						
6208	Dues & Subscriptions	375	428	750	300	750
6213	Meetings & Travel	2,257	2,021	5,100	1,000	5,100
6214	Professional/Technical	141,357	222,366	100,000	100,000	100,000
6223	Training & Education	1,899	400	2,700	1,000	2,700
	TOTAL SERVICE CHARGES	**145,888**	**225,215**	**108,550**	**102,300**	**108,550**
	ACCOUNTING	**831,584**	**836,556**	**513,550**	**441,560**	**526,050**

Finance Business Services — *Division 2504*

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
BUSINESS SERVICES					
SALARIES	280,704	323,584	308,600	310,300	289,000
EMPLOYEE BENEFITS	84,716	149,751	119,700	124,046	160,400
SERVICE CHARGES	19,440	22,492	20,900	23,050	20,900
CAPITAL-FIXED ASSETS	0	6,504	0	0	0
TOTAL EXPENDITURES	**384,860**	**502,331**	**449,200**	**457,396**	**470,300**

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 2008-2009:

- 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 2009 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.
- Implemented barcode scanning module to improve the accuracy of the Document Imaging Project for business license processing.
- Provided staff support with the coordination of all Senate Bill 90 State Mandate Reimbursements.
- Continued Parking Permit Program for City owned parking structure.
- Implemented new business license processing fees producing over $250,000 in additional revenue.
- Participated in the AB 63 Program with the Franchise Tax Board.
- Participated in the AB 990 Program with the State Board of Equalization.
- Participated on Film Permit Subcommittee and revised Film Ordinance.

Goals and Objectives for FY 2009-2010:

- Accounts receivable module conversion to updated financial software and link to cashiering system.
- Implement update of renewal notice language based on feedback during 2009 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.
- 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 Program (AB 63) to determine unlicensed businesses filing California income tax returns using El Segundo for its business address.

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 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES						
4101	Salaries Full-Time	274,851	320,400	305,000	273,700	285,400
4102	Salaries Part-time	5,853	3,184	3,600	36,600	3,600
	TOTAL SALARIES	**280,704**	**323,584**	**308,600**	**310,300**	**289,000**
TOTAL EMPLOYEE BENEFITS		**84,716**	**149,751**	**119,700**	**124,046**	**160,400**
SERVICE CHARGES						
6206	Contractual Services	4,970	5,757	6,000	7,000	6,000
6208	Dues & Subscriptions	199	194	200	200	200
6213	Meetings & Travel	1,447	2,830	3,000	0	3,000
6214	Professional/Technical	11,639	12,653	10,500	15,250	10,500
6223	Training & Education	1,185	1,058	1,200	600	1,200
6260	Equipment Leasing Costs	0	0	0	0	0
	TOTAL SERVICE CHARGES	**19,440**	**22,492**	**20,900**	**23,050**	**20,900**
CAPITAL-FIXED ASSETS						
8104	Capital/Equipment	0	6,504	0	0	0
	TOTAL CAPITAL-FIXED ASSETS	**0**	**6,504**	**0**	**0**	**0**
	BUSINESS SERVICES	**384,860**	**502,331**	**449,200**	**457,396**	**470,300**

Finance Fiscal Services — *Division 2507*

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
FISCAL SERVICES					
SALARIES	133,508	155,456	397,400	327,200	392,500
EMPLOYEE BENEFITS	38,526	88,420	143,700	134,880	150,400
SERVICE CHARGES	1,969	1,417	2,600	1,090	2,600
TOTAL EXPENDITURES	**174,003**	**245,293**	**543,700**	**463,170**	**545,500**

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 2008/2009:

- Completed the FY 2008-2009 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.
- 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 2009/2010

- Implement the Budgeting module of the EdenGold conversion and upgrade.
- 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.
- Continue monitoring the activities administered by the City's claims administrator 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	2.0	
ACCOUNTS SPECIALIST II	1.0	

	CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES						
4101	Salaries Full-Time	133,508	155,456	397,400	287,200	392,500
4102	Salaries Part-time	0	0	0	40,000	0
	TOTAL SALARIES	**133,508**	**155,456**	**397,400**	**327,200**	**392,500**
	TOTAL EMPLOYEE BENEFITS	**38,526**	**88,420**	**143,700**	**134,880**	**150,400**
SERVICE CHARGES						
6206	Contractual Services	0	0	0	0	0
6208	Dues & Subscriptions	310	180	350	290	350
6213	Meetings & Travel	1,549	1,043	1,800	350	1,800
6214	Professional/Technical	0	0	0	0	0
6223	Training & Education	110	194	450	450	450
	TOTAL SERVICE CHARGES	**1,969**	**1,417**	**2,600**	**1,090**	**2,600**
	FISCAL SERVICES	**174,003**	**245,293**	**543,700**	**463,170**	**545,500**