Internal Service — *Equipment Replacement*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
EQUIPMENT REPLACEMENT					
SERVICE CHARGES	478,221	592,605	500,000	500,000	500,000
CAPITAL-FIXED ASSETS	135,281	233,682	2,685,150	2,319,800	3,610,100
TOTAL EXPENDITURES	**613,502**	**826,288**	**3,185,150**	**2,819,800**	**4,110,100**

ACTIVITY INFORMATION

The Equipment Replacement Fund is an Internal Service Fund established to provide ongoing funding to replace existing general fixed assets at the expiration of the useful life of each asset. An equipment replacement charge (object code 6207) is included in the user organization's operational budget in order to reflect the appropriate support costs.

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SERVICE CHARGES						
6202	Depreciation Expense	478,221	592,605	500,000	500,000	500,000
	TOTAL SERVICE CHARGES	**478,221**	**592,605**	**500,000**	**500,000**	**500,000**
CAPITAL-FIXED ASSETS						
8104	Capital/Equipment	507,611	224,327	550,300	179,750	737,150
8105	Capital/Automotive	217,266	470,570	1,439,600	314,850	1,607,350
8106	Capital / Communications	7,493	22,095	76,150	3,000	531,500
8108	Capital / Computer Hardware	361,554	78,093	619,100	41,650	722,150
8110	Capitalized Assets	(958,643)	(561,403)	0	0	11,950
	TOTAL CAPITAL-FIXED ASSETS	**135,281**	**233,682**	**2,685,150**	**539,250**	**3,610,100**
	EQUIPMENT REPLACEMENT	**613,502**	**826,288**	**3,185,150**	**1,039,250**	**4,110,100**

Internal Service — *Liability Insurance*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
LIABILITY INSURANCE					
SALARIES	34,254	41,836	51,300	53,250	51,800
BENEFITS	13,458	14,463	17,000	16,750	18,400
SERVICE CHARGES	1,326,720	374,800	1,027,650	192,950	1,090,500
TOTAL EXPENDITURES	**1,374,432**	**431,099**	**1,095,950**	**262,950**	**1,160,700**

ACTIVITY INFORMATION

The City's Liability Insurance Fund is an Internal Service fund used to track revenues and expenditures associated with liability insurance.

The City of El Segundo is currently an active member of Independent Cities Risk Management Authority (ICRMA). This Joint Powers Association was created by various cities to provide liability insurance not available on the marketplace. Coverage provided is $400,000 Self Insured Retention (SIR) and $20,000,000 Stop Loss per claim.

Admin Sure (formerly Colen & Lee) are presently the Administrators of the City required liability plan. Revenues supporting this Fund are comprised of charges to the General Fund, the Water Fund, the Proposition "A" Transportation Fund, and the Golf Course Fund. City Attorney billings related to specific liability claims are charged to this fund as an expense.

Accomplishments During FY 2009-2010:

- Closely monitored the activities administered by Admin Sure ensuring a better financial position for this fund, including a study of Risk Management practices.
- Continued streamlining process for processing of liability claim investigations.

Goals and Objectives for FY 2010-2011:

- To continue establishing and maintaining prudent level of reserves to cover anticipated claims expenses (average).
- Continued monitoring of activities administered by Third Party Liability Claims Administrator ensuring a better financial position for this fund.
- Provide continued Risk Management program training and development citywide.

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SALARIES						
4101	Salaries Full-Time	34,254	41,836	51,300	53,250	51,800
	TOTAL SALARIES	**34,254**	**41,836**	**51,300**	**53,250**	**51,800**
TOTAL EMPLOYEE BENEFITS		**10,955**	**14,463**	**16,300**	**16,750**	**18,400**
SERVICE CHARGES						
6208	Dues & Subscriptions	0	174	400	200	400
6211	Insurance & Bonds	461,703	300,492	356,300	89,550	508,500
6213	Meetings & Travel	0	0	2,500	0	2,500
6214	Professional/Technical	39,064	21,400	29,400	15,450	29,400
6223	Training & Education	0	768	10,300	0	10,300
6246	Claims Expense	825,953	51,966	628,750	87,750	539,400
	TOTAL SERVICE CHARGES	**1,326,720**	**374,800**	**1,027,650**	**192,950**	**1,090,500**
	LIABILITY INSURANCE	**1,374,432**	**431,099**	**1,095,950**	**262,950**	**1,160,700**

Internal Service — *Workers' Compensation*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
WORKERS' COMPENSATION					
ADMINISTRATION	1,385,349	938,702	1,917,800	1,291,100	1,976,450
EMPLOYEE SAFETY	47,200	48,889	33,450	12,750	33,450
TOTAL EXPENDITURES	**1,432,549**	**987,591**	**1,951,250**	**1,303,850**	**2,009,900**

ACTIVITY INFORMATION

The Workers' Compensation Fund is an Internal Service Fund used to account for revenues and expenditures associated with Workers' Compensation. El Segundo self-insures the first $350,000 of Workers' Compensation and purchases excess insurance to cover any losses over $350,000. The cost of the FY 2010/11 policy is estimated to be $5.08 per $100 of payroll. Southern California Risk Management Associates (SCRMA) presently administers the City's claims. There were 37 open cases, as of June 30, 2010, with a reserve of $1,696,782, which decreased significantly due to a reduction in claims. Expenditures for FY 2010/11 include reimbursement to the General Fund for 10% of the salaries for the Director of Human Resources, the Human Resources Manager, the Human Resources Specialist, and the Office Specialist II. The amount that has been budgeted for claims expenses is $1,420,200 which includes attorney billings related to specific Workers' Compensation claims, court costs and other legal expenses, medical expenses and temporary disability payments.

Accomplishments During FY 2009/2010:

- Established and maintained prudent level of reserves to cover anticipated claims expenses (average).
- Provided safety training in the workplace environment for required job classifications and continued training and evaluations in ergonomics.

Goals and Objectives for FY 2010/2011:

- To continue establishing and maintaining prudent level of reserves to cover anticipated claims expenses (average).
- Provide continued safety training in the workplace environment for all job classifications and training and evaluations in ergonomics.
- Seek funding through the Independent Cities Risk Management Authority (ICRMA) grant program.
- Continue developing Employee Safety Manual for use by staff citywide.

Workers' Compensation Administration — *Section 2321*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
WORKERS' COMP RESERVE/INSURANCE					
SALARIES	51,029	63,862	42,200	56,750	61,400
EMPLOYEE BENEFITS	17,193	21,340	17,600	16,800	20,650
SERVICE CHARGES	1,317,127	853,500	1,858,000	1,217,550	1,894,400
TOTAL EXPENDITURES	**1,385,349**	**938,702**	**1,917,800**	**1,291,100**	**1,976,450**

ACTIVITY INFORMATION

See the Workers' Compensation Summary.

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SALARIES						
4101	Salaries Full-Time	51,029	63,862	42,200	56,750	61,400
	TOTAL SALARIES	**51,029**	**63,862**	**42,200**	**56,750**	**61,400**
	TOTAL EMPLOYEE BENEFITS	**17,193**	**21,340**	**14,300**	**16,800**	**20,650**
SERVICE CHARGES						
6208	Dues & Subscriptions	0	0	550	150	550
6211	Insurance & Bonds	349,352	274,724	232,700	342,800	344,000
6213	Meetings & Travel	0	0	1,350	0	1,350
6214	Professional/Technical	70,428	74,613	82,000	80,600	126,700
6223	Training & Education	0	0	1,600	0	1,600
6246	Claims Expense	897,347	504,162	1,539,800	794,000	1,420,200
	TOTAL SERVICE CHARGES	**1,317,127**	**853,500**	**1,858,000**	**1,217,550**	**1,894,400**
	WORK COMP ADMIN	**1,385,349**	**938,702**	**1,917,800**	**1,291,100**	**1,976,450**

Workers' Compensation Employee Safety — *Section 2331*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
EMPLOYEE SAFETY PROGRAM					
SUPPLIES	7,304	2,892	7,250	300	7,250
SERVICE CHARGES	39,896	45,997	26,200	12,450	26,200
TOTAL EXPENDITURES	**47,200**	**48,889**	**33,450**	**12,750**	**33,450**

ACTIVITY INFORMATION

This represents the estimated cost of periodically replenishing the 22 first-aid cabinets located in various City buildings. It also reflects the costs of replenishing 75 first-aid and blood-borne pathogen kits in City trucks and cars. The City continually strives to develop and maintain a safe place of employment. Strategically located first-aid kits and cabinets enable treatment of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. ET America Corporation sanctions the content of each first-aid kit and cabinet as meeting OSHA standards. The City is fully indemnified against all claims, liability or damages resulting from an injury caused by the use of First Aid-trademarked products. Consulting services provided to the City Safety Committee, costs of the Annual OSHA-required inspection of City facilities, and a variety of ergonomic evaluation and furniture costs are also charged to the Employee Safety Program.

CLASSIFICATION		ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SUPPLIES						
5204	Operating Supplies	**7,304**	**2,892**	**7,250**	**300**	**7,250**
SERVICE CHARGES						
6205	Other Printing & Binding	0	0	300	0	300
6214	Professional/Technical	39,896	45,997	25,900	12,450	25,900
	TOTAL SERVICE CHARGES	**39,896**	**45,997**	**26,200**	**12,450**	**26,200**
	EMPLOYEE SAFETY PROGRAM	**47,200**	**48,889**	**33,450**	**12,750**	**33,450**

Internal Service — *Non-Department*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
NON-DEPARTMENT					
EMPLOYEE BENEFITS	1,831,344	1,940,923	1,621,000	2,120,300	2,035,100
DEBT SERVICE	692,011	647,174	509,150	509,150	536,200
SUPPLIES	2,486	2,600	0	1,600	0
PUBLIC UTILITY CHARGES	0	4,726	0	35,500	0
SERVICE CHARGES	1,467,637	1,961,049	1,228,100	2,054,250	1,447,500
COMMUNTY PROMOTION	688,637	835,271	770,000	708,400	485,300
TOTAL EXPENDITURES	**4,682,115**	**5,391,744**	**4,128,250**	**5,429,200**	**4,504,100**

ACTIVITY INFORMATION

This division is used to account for costs that are not specific to any particular department. Some of the types of items budgeted in this department are liability and property insurance; maintenance of the City's telephone system, print shop equipment, postage meter, etc. payoffs of accrued vacation and sick leave; the annual employee recognition banquet; community promotions; noise abatement; Sister City; and the El Segundo Unified School District Joint-Use Agreement payments. Additionally, all charges for retirees' participation in the PERS Medical Plan are included in this division.

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
TOTAL EMPLOYEE BENEFITS	**1,831,344**	**1,940,923**	**1,621,000**	**2,120,300**	**2,035,100**
DEBT SERVICE					
4907 Interest Expense	280,524	273,861	245,650	245,650	283,500
4902 Principal Maturity	411,488	373,313	263,500	263,500	252,700
TOTAL DEBT SERVICE	**692,011**	**647,174**	**509,150**	**509,150**	**536,200**
SUPPLIES					
5298 Copier Maintenance Supplies	2,486	2,600	0	1,600	0
TOTAL SUPPLIES	**2,486**	**2,600**	**0**	**1,600**	**0**
PUBLIC UTILITY CHARGES					
6116 Building Lease Charge	0	4,726	0	35,500	0
TOTAL SUPPLIES	**0**	**4,726**	**0**	**35,500**	**0**
SERVICE CHARGES					
6201 Advertising/Publishing	78,320	158,459	40,000	3,650	40,000
6206 Contractual Services	38,676	0	0	450	0
6207 Equipment Replacement Charges	40,800	90,800	30,600	30,600	43,300
6208 Dues & Subscriptions	36,745	46,389	34,150	35,750	34,150
6211 Insurance & Bonds	215,800	151,988	151,750	151,750	151,750
6214 Professional/Technical	38,163	62,767	30,000	76,700	30,000
6215 Repair & Maintenance	46,002	15,989	10,000	13,650	10,000
6219 Network Operating Charge	0	1,500	1,500	1,500	1,500
6222 Lease Payment Parking Garage	256,610	257,238	260,000	257,650	260,000
6223 Training & Education	0	306	2,000	300	2,000
6235 Accrued Vacation & Sick Leave Pay	649,813	1,010,099	610,100	1,399,148	816,600
6244 Other Unclassified Expense	13,483	94,368	10,000	17,350	10,000
6245 Employee Banquet	9,314	11,961	12,000	16,800	12,000
6247 Unemployment Compensation	28,469	49,328	30,000	40,900	6,000
6250 Volunteer Recognition	4,223	2,457	0	0	0
6253 Postage	3,409	0	0	0	0
6254 Telephone	7,808	7,401	6,000	8,050	6,000
TOTAL SERVICE CHARGES	**1,467,637**	**1,961,050**	**1,228,100**	**2,054,250**	**1,447,500**
COMMUNITY PROMOTION					
6401 Community Promotion	22,711	15,500	5,000	3,700	1,000
6403 Sister City	7,772	1,326	5,000	700	1,000
6405 ESUSD Funding Agreement	250,000	445,332	480,000	443,500	330,000
6406 LAX Master Plan Intervention	230,824	213,117	140,000	121,350	75,000
6407 Washington Lobbyist	160,028	159,996	140,000	139,200	78,300
TOTAL COMMUNITY PROMOTION	**671,335**	**835,271**	**770,000**	**708,400**	**485,300**
COMPUTER HARDWARE					
8108 Computer Hardware	17,302	0	0	0	0
TOTAL COMPUTER HARDWARE	**17,302**	**0**	**0**	**0**	**0**
NON DEPARTMENT	**4,682,115**	**5,391,744**	**4,128,250**	**5,429,200**	**4,504,100**