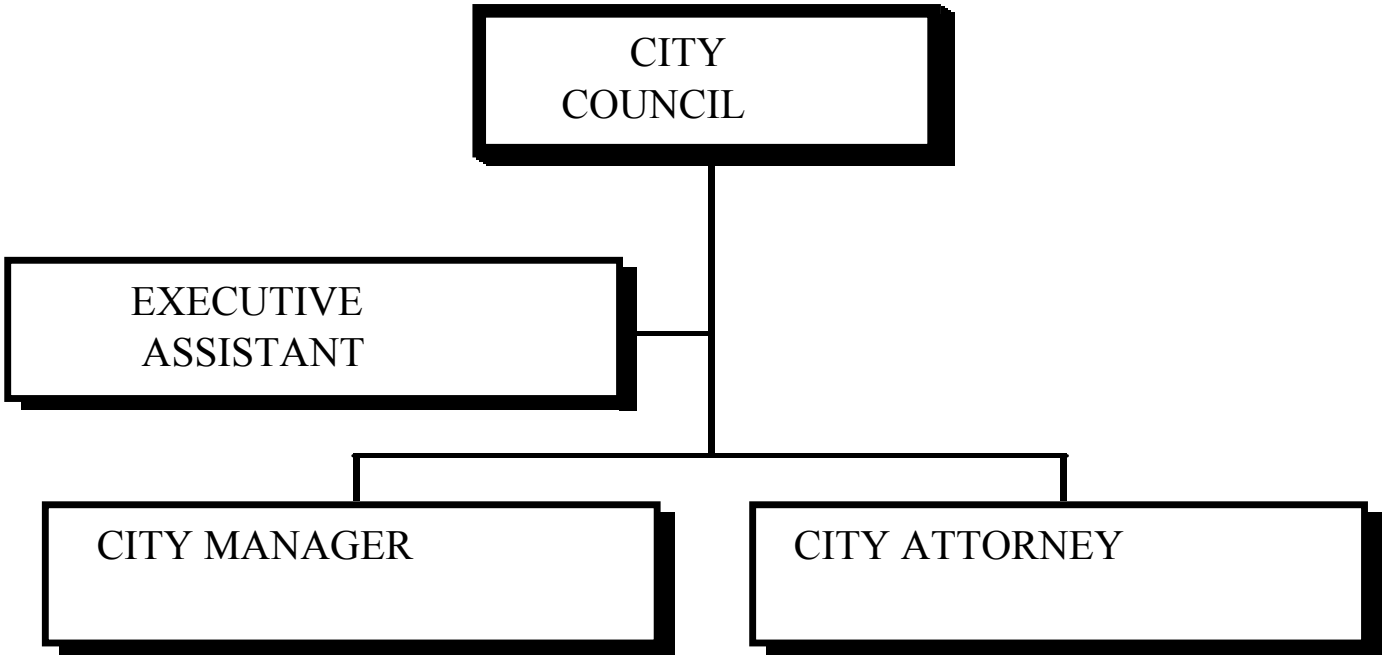
ELECTED OFFICIALS

CLASSIFICATION	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
ELECTED OFFICIALS					
CITY COUNCIL	**174,319**	**200,200**	**200,200**	**200,550**	**183,900**
CITY TREASURER	**178,592**	**188,500**	**188,500**	**188,700**	**202,450**
CITY CLERK					
General Fund					
Administration	197,037	229,650	229,650	229,650	230,200
Election	3,878	61,500	61,500	40,600	10,100
CITY CLERK	**200,915**	**291,150**	**291,150**	**270,250**	**240,300**
TOTAL ELECTED OFFICIALS	**553,825**	**679,850**	**679,850**	**679,500**	**626,650**


CITY
COUNCIL
EXECUTIVE
ASSISTANT
CITY MANAGER
CITY ATTORNEY

City Council — *Division 1101*

CLASSIFICATION	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
CITY COUNCIL					
SALARIES	101,684	111,500	111,500	111,500	105,100
EMPLOYEE BENEFITS	55,782	62,000	62,000	62,000	55,900
SUPPLIES	337	2,000	2,000	2,000	2,000
SERVICES	16,516	24,700	24,700	25,050	20,900
TOTAL EXPENDITURES	**174,319**	**200,200**	**200,200**	**200,550**	**183,900**

ACTIVITY INFORMATION

The five-member City Council is the legislative body of the City. The Council Members are elected to serve four-year overlapping terms. The last regular City Council election was held on April 13, 2004. The next regular City Council election will be held in April 2006, at which time two City Council seats will be open.

The City Council establishes City policy; adopts ordinances and resolutions; appoints the City Manager, City Attorney and members that serve on various committees, commissions and boards; adopts an annual budget that establishes City services and service levels; establishes tax rates, license fees, assessments, franchise and other forms of revenue as set forth by Government Code; fixes compensation levels for all City employees, appointed and elected officials; directs the development of the City by adopting a General Plan and supporting Zoning Code; and authorizes contracts and leases, as well as the disposal of City real and personal property.

Major issues facing the City Council in the coming years include securing financial stability; representing the City's interests with respect to the LAX Master Plan; advocating business retention/attraction; protecting the local revenue base; approving land use decisions; and, setting parameters for employee salary negotiations.

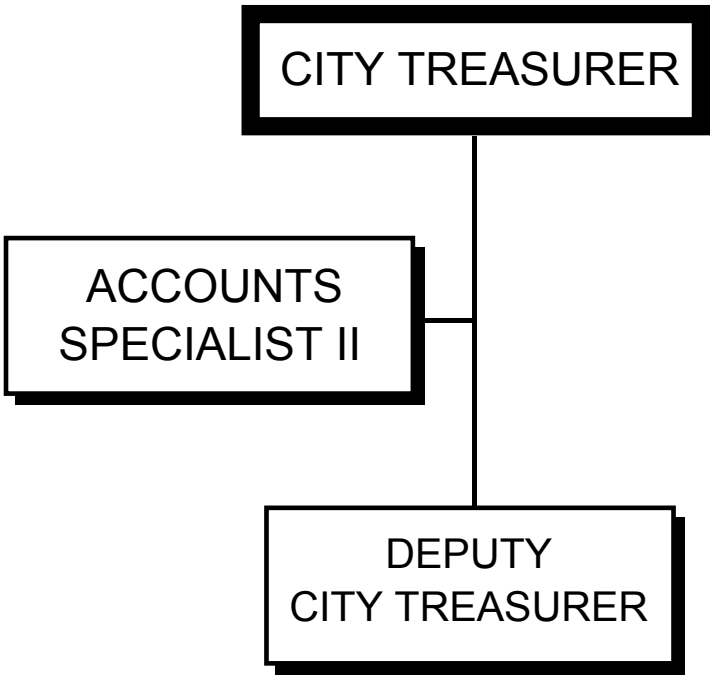
POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
CITY COUNCIL	5.0	
EXECUTIVE ASSISTANT	1.0	

ELECTED OFFICIALS

ACCOUNT DETAIL	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
SALARIES					
4101 Salaries Full-Time	101,684	111,500	111,500	111,500	105,100
SALARIES	**101,684**	**111,500**	**111,500**	**111,500**	**105,100**
EMPLOYEE BENEFITS	**55,782**	**62,000**	**62,000**	**62,000**	**55,900**
SUPPLIES					
5204 Operating Supplies	337	2,000	2,000	2,000	2,000
SUPPLIES	**337**	**2,000**	**2,000**	**2,000**	**2,000**
SERVICE CHARGES					
6201 Advertising/Publishing	0	200	200	150	0
6203 Copy Machine Charges	108	300	300	300	150
6205 Other Printing & Binding	121	250	250	150	0
6207 Equipment Replacement Charge	2,650	1,300	1,300	1,300	300
6213 Meetings & Travel	3,735	4,550	4,550	4,550	3,300
6219 Network Operating Charge	1,800	1,800	1,800	1,800	1,800
6223 Training & Education	3,995	13,600	13,600	13,600	12,650
6253 Postage	369	300	300	300	300
6254 Telephone	3,298	2,400	2,400	2,400	2,400
6260 Equipment Leasing Costs	440	0	0	500	0
SERVICE CHARGES	**16,516**	**24,700**	**24,700**	**25,050**	**20,900**
CITY COUNCIL	**174,319**	**200,200**	**200,200**	**200,550**	**183,900**

City Treasurer



City Treasurer — *Division 1201*

CLASSIFICATION	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
CITY TREASURER					
SALARIES	135,437	144,200	144,200	144,200	152,400
EMPLOYEE BENEFITS	20,943	25,900	25,900	25,900	35,000
SUPPLIES	1,426	850	850	850	850
SERVICE CHARGES	20,787	17,550	17,550	17,750	14,200
TOTAL EXPENDITURES	**178,592**	**188,500**	**188,500**	**188,700**	**202,450**

ACTIVITY INFORMATION

Mission Statement:

The office of the City Treasurer is an elective office whose mission is to receive and safely keep all money coming into the City, complying with all laws governing the deposit and investment of said funds.

Accomplishments During FY 2003/2004:

- During the fiscal year of 2003/2004, the City's idle funds were invested in accordance with the Investment Policy of the City, reviewed quarterly by the Investment Advisory Committee.
- All securities transactions cleared through the Custodial agent with no failed transactions.
- Cash management provided sufficient liquidity to meet operational needs.
- Accounts payable checks and payroll checks were disbursed in a timely manner as prescribed by City policy.
- Both Treasurer and Deputy Treasurer attended seminars and conferences sponsored by relevant professional organizations in order to keep current with proposed and enacted legislation and to enhance knowledge and skills relative to investment and cash management. The California Municipal Treasurers Association conferred the title of Certified California Municipal Treasurer to the Deputy for meeting requirements and professional standards.
- Accepted City's current investment policy to be consistent with relevant Government Code sections governing investments by local agencies.

Goals and Objectives for FY 2004/2005:

- Invest the City's idle funds in a manner that will provide a return while ensuring both the preservation of capital and the liquidity necessary to meet the operating requirement of the City in accordance with the Investment Policy of the City.
- Ensure that there are sufficient funds available to meet the City's financial obligations.
- Consistently work to maintain a high level of efficiency in cash management, maximize use of idle funds, and minimize losses from returned items.
- Effectively audit payments processed through the accounts payable system, acting as a balance to the Administrative Services Department as outlined in our Internal Control Procedures.
- Disburse accounts payable checks and payroll checks as dictated by City Policy.

- Maintain the highest level of competence and knowledge possible in the areas of public entity investments and the mandated responsibilities and obligations of the office of City Treasurer in order to enhance performance for the benefit of the City by participating in at least three educational opportunities offered by accredited institutions and professional organizations.

- Expand efforts to consolidate and streamline functions essential to the delivery of departmental services.

- Continue to expand Visa and MasterCard use for payment of City services and fines.

- Continue to maintain the Treasurer's office as a businesslike and professional organization.

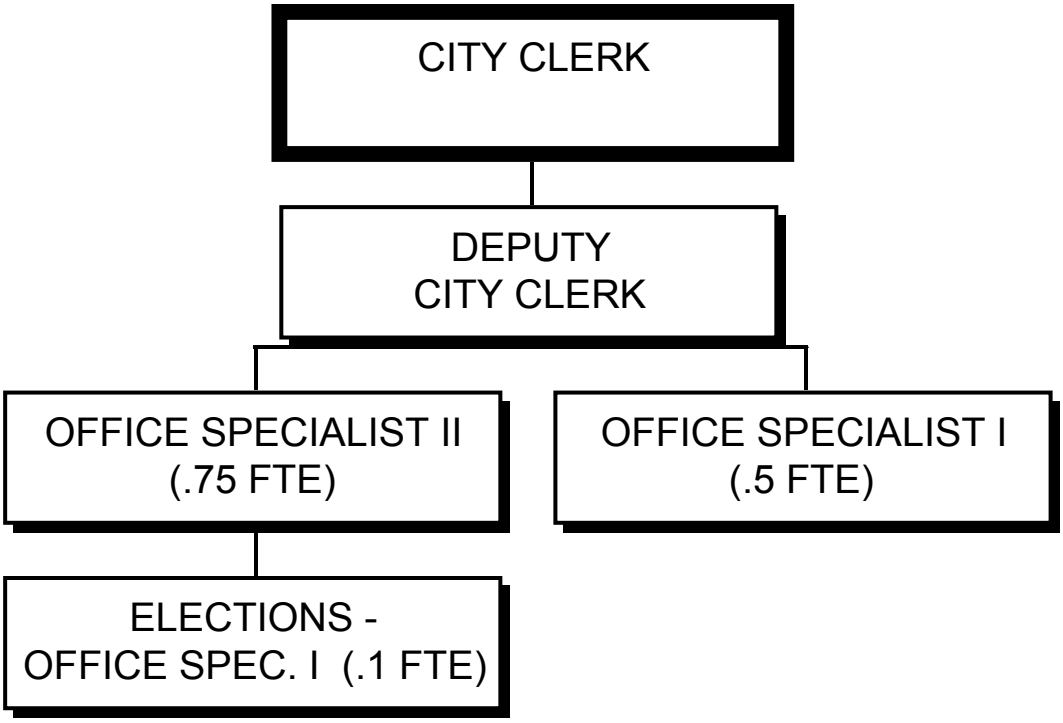
POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
CITY TREASURER		0.5
DEPUTY CITY TREASURER	1.0	
ACCOUNTS SPECIALIST II	1.0	

ELECTED OFFICIALS

ACCOUNT DETAIL	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
SALARIES					
4101 Salaries Full-Time	135,437	144,200	144,200	144,200	152,400
4102 Salaries Part-time	0	0	0	0	0
SALARIES	**135,437**	**144,200**	**144,200**	**144,200**	**152,400**
EMPLOYEE BENEFITS	**20,943**	**25,900**	**25,900**	**25,900**	**35,000**
SUPPLIES					
5204 Operating Supplies	1,426	850	850	850	850
SUPPLIES	**1,426**	**850**	**850**	**850**	**850**
SERVICE CHARGES					
6203 Copy Machine Charges	4	50	50	50	0
6206 Contractual Services	6,206	6,000	6,000	6,000	3,500
6207 Equipment Replacement Charges	1,650	300	300	300	700
6208 Dues & Subscriptions	251	200	200	250	100
6213 Meetings & Travel	2,482	1,150	1,150	1,300	1,200
6219 Network Operating Charge	900	900	900	900	900
6223 Training & Education	2,124	1,000	1,000	1,000	1,000
6253 Postage	3,844	4,400	4,400	4,400	4,000
6254 Telephone	2,028	2,000	2,000	2,000	2,000
6260 Equipment Leasing Costs	1,298	1,550	1,550	1,550	800
SERVICE CHARGES	**20,787**	**17,550**	**17,550**	**17,750**	**14,200**
CITY TREASURER	**178,592**	**188,500**	**188,500**	**188,700**	**202,450**

City Clerk


CITY CLERK
DEPUTY
CITY CLERK
OFFICE SPECIALIST II
(.75 FTE)
OFFICE SPECIALIST I
(.5 FTE)
ELECTIONS -
OFFICE SPEC. I (.1 FTE)

City Clerk

CLASSIFICATION	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
CITY CLERK					
General Fund					
Administration	197,037	229,650	229,650	229,650	230,200
Elections	3,878	61,500	61,500	40,600	10,100
CITY CLERK	**200,915**	**291,150**	**291,150**	**270,250**	**240,300**

ACTIVITY INFORMATION

Mission Statement:

We are dedicated to serving each and every citizen of this City in a responsive manner that is above reproach.

We are committed to accurately record the legislative body's actions; safeguarding those documents and the administration of open and free elections in full accordance with all statutory requirements. Further, these obligations and duties will be discharged in a courteous and professional manner at all times. The City Clerk's office serves the people of the City of El Segundo, the Mayor, the City Council, the City Manager, and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information. Our work demands versatility, alertness, accuracy, and patience.

We believe in effective records management and dissemination of information throughout the community supporting the legislative process, based on public law. We provide information to facilitate public participation in government. The City Clerk's office provides many complex services to the public ranging from bid and contract management to elections.

City Clerk Administration — *Division 1301*

CLASSIFICATION	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
CITY CLERK					
SALARIES	139,137	143,200	143,200	143,200	143,900
EMPLOYEE BENEFITS	20,179	26,400	26,400	26,400	39,000
SUPPLIES	4,525	4,000	4,000	4,000	2,500
SERVICE CHARGES	33,196	56,050	56,050	56,050	44,800
TOTAL EXPENDITURES	**197,037**	**229,650**	**229,650**	**229,650**	**230,200**

ACTIVITY INFORMATION

Mission Statement:

The City Clerk's Division administers the legislative process; assembles and reproduces the agendas for the City Council; records minutes; executes and monitors contracts; processes deeds, bid awards and other City documents; maintains the El Segundo Municipal Code; monitors and controls all ordinances and resolutions. It combines information coming from the executive staff, the City Council and the public, and formats its policy decisions and dissemination consistent with public law and community values.

Accomplishments During FY 2003/2004:

- Assisted in implementing streaming video of City Council Meetings on the internet.
- Archived 75% of City Council Legislative History into document imaging system to assist in research and retrieval process.
- Maintained Contract/Agreement database and monitored to ensure on-time insurance renewal.
- Successfully administered the annual destruction of files for all departments.
- Successfully collected and submitted data for all City Council, Commissions', Boards' and Committees' agendas for reimbursement from the State of California under Senate Bill 90.
- Processed all claims and subpoenas against the City, issued Claim Numbers and forwarded to the City Attorney.
- Worked with all departments to provide efficient and friendly customer service to all citizens.

Goals and Objectives for FY 2004/2005:

- Complete archive of City Council Legislative History into document imaging system to assist in research and retrieval process
- Expand knowledge of the Questys Document Imaging System to improve and enhance document and workflow throughout City Hall.
- Develop a city-wide records retention and destruction schedule.
- Develop a City Council Electronic Agenda process and implement pilot program in several departments.
- Develop archive storage for records that are no longer needed but must be retained to meet legal requirements.

ELECTED OFFICIALS

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
CITY CLERK		0.50
DEPUTY CITY CLERK	1.0	
OFFICE SPECIALIST II		0.75
OFFICE SPECIALIST I		0.25

ELECTED OFFICIALS

ACCOUNT DETAIL	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
SALARIES					
4101 Salaries Full-Time	95,267	97,500	97,500	97,500	103,900
4102 Salaries Part-time	43,870	45,700	45,700	45,700	40,000
SALARIES	**139,137**	**143,200**	**143,200**	**143,200**	**143,900**
EMPLOYEE BENEFITS	**20,179**	**26,400**	**16,500**	**26,400**	**39,000**
SUPPLIES					
5204 Operating Supplies	3,348	3,000	3,000	3,000	2,000
5207 Small Tools & Equipment	1,177	1,000	1,000	1,000	500
SUPPLIES	**4,525**	**4,000**	**4,000**	**4,000**	**2,500**
SERVICE CHARGES					
6201 Advertising/Publishing	1,176	5,000	5,000	5,000	5,000
6203 Copy Machine Charges	566	1,000	1,000	1,000	500
6205 Other Printing & Binding	2	500	500	500	500
6206 Contractual Services	1,602	5,500	5,500	5,500	2,000
6207 Equipment Replacement	4,450	3,400	3,400	3,400	2,250
6208 Dues & Subscriptions	2,591	5,500	5,500	5,500	5,500
6211 Insurance & Bonds	489	3,450	3,450	3,450	300
6213 Meetings & Travel	1,351	1,800	1,800	1,800	500
6214 Professional/Technical	1,854	2,000	2,000	2,000	2,000
6215 Repair & Maintenance	0	1,000	1,000	1,000	500
6219 Network Operating Charge	1,200	1,200	1,200	1,200	1,200
6223 Training & Education	885	1,500	1,500	1,500	100
6224 Vehicle Operating Charges	0	50	50	50	50
6253 Postage	1,262	2,100	2,100	2,100	2,100
6254 Telephone	2,210	3,650	3,650	3,650	3,650
6255 ESMC Supplement	3,971	8,900	8,900	8,900	8,900
6260 Equipment Leasing Costs	9,587	9,500	9,500	9,500	9,800
SERVICE CHARGES	33,196	56,050	56,050	56,050	44,850
ADMINISTRATION	**197,037**	**229,650**	**229,650**	**219,650**	**230,250**

City Clerk Elections — *Division 1302*

CLASSIFICATION	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
ELECTIONS					
SALARIES	0	1,500	1,500	1,850	1,500
EMPLOYEE BENEFITS	0	350	350	450	350
SUPPLIES	990	5,500	5,500	4,000	2,000
SERVICE CHARGES	2,888	54,150	54,150	34,300	6,250
TOTAL EXPENDITURES	**3,878**	**61,500**	**61,500**	**40,600**	**10,100**

ACTIVITY INFORMATION

Mission Statement:

The Election Division is responsible for conducting all elections held in the City, including coordinating County and Statewide elections. This division is also responsible for maintaining all Fair Political Practices Commission filings as required by law.

The City Clerk must apply modern management theories while objectively interpreting public law and policy decisions for the benefit of the community.

Accomplishments During FY 2003/2004:

- Successfully completed the collection of the State of California Form 700 Conflict of Interest Annual and Assuming/Leaving Office Statements for staff, contractors, boards and commissions and elected officials.
- Succeeded in distributing and collecting elected officials' and Political Action Committees' Form 490's, semi-annual and termination Campaign Statements.
- Successfully conducted the April 2004 General Municipal Election.
- Assisted the County of Los Angeles with the October 2003 Recall Election, November 2003 County Consolidated Elections, and the March 2004 Statewide Election.
- Attended New Law and Elections Seminar.
- Successfully complied with the Voters Rights Act.

Goals and Objectives for FY 2004/2005:

- Update the City Conflict of Interest Code.
- Assist County of Los Angeles with November 2004 General Election.
- Interlink with the Fair Political Practices Commission (FPPC) system for accessibility to all forms relating to election committees and Conflict of Interest, which enable individuals to complete their forms and transmit directly to the FPPC.
- Provide for all Campaign and FPPC forms electronically.

ELECTED OFFICIALS

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
OFFICE SPECIALIST I		.10

ACCOUNT DETAIL	ACTUAL FY 2002/03	ADOPTED FY 2003/04	REVISED FY 2003/04	PROJECTED YEAR END FY 2003/04	PROPOSED FY 2004/05
SALARIES					
4102 Salaries Part-time	0	0	0	0	0
4103 Overtime	0	1,500	1,500	1,850	1,500
SALARIES	**0**	**1,500**	**1,500**	**1,850**	**1,500**
EMPLOYEE BENEFITS	**0**	**350**	**350**	**450**	**350**
SUPPLIES					
5204 Operating Supplies	990	5,000	5,000	4,000	2,000
5206 Computer Supplies	0	500	500	0	0
SUPPLIES	**990**	**5,500**	**5,500**	**4,000**	**2,000**
SERVICE CHARGES					
6201 Advertising/Publishing	0	2,500	2,500	1,000	0
6203 Copy Machine Charges	29	500	500	100	100
6206 Contractual Services	75	35,500	35,500	28,000	0
6208 Dues & Subscriptions	250	450	450	0	450
6213 Meetings & Travel	62	2,100	2,100	400	2,100
6214 Professional/Technical	0	6,000	6,000	1,000	1,000
6223 Training & Education	1,820	2,100	2,100	1,000	2,100
6253 Postage	94	5,000	5,000	2,800	500
SERVICE CHARGES	**2,888**	**54,150**	**54,150**	**34,300**	**6,250**
ELECTIONS	**3,878**	**61,500**	**61,500**	**40,600**	**10,100**