

**City of Santa Monica
Expenditure Line Item Detail**

**Division: Human Resources, 239
Fund: General Fund, 01**

<u>Object</u>	<u>Description</u>	<u>2000-01</u> <u>Prior Year</u> <u>Actual</u>	<u>2001-02</u> <u>Last Year</u> <u>Actual</u>	<u>2002-03</u> <u>Revised</u> <u>Budget</u>	<u>Account Number</u>	<u>2003-04</u> <u>Budget</u>	<u>2004-05</u> <u>Budget</u> <u>Plan</u>
511000	PERMANENT EMPLOYEES	1,128,190	1,199,363	1,344,222	01239.511000	1,287,949	1,190,338
511490	OVERTIME	57,472	50,358	7,200	01239.511490	7,200	7,200
511500	TEMPORARY EMPLOYEES	54,396	5,556	29,500	01239.511500	27,300	30,686
511690	OUTSIDE TEMP AGENCY EMPLOYEES	896	7,320	0	01239.511690	0	0
511700	TRANS FROM OTHER FUNDS	(1,280)	(2,743)	0	01239.511700	0	0
511730	WORKERS' COMP INSURANCE	13,800	10,200	7,500	01239.511730	10,300	10,900
511810	TUITION REIMBURSEMENT	33,593	54,055	30,800	01239.511810	30,800	30,800
Salaries and Wages 510000 - 511999		1,287,067	1,324,109	1,419,222		1,363,549	1,269,924
522210	UTILITIES - TELEPHONE	20,980	15,900	8,503	01239.522210	8,500	8,500
522310	OFFICE SUPPLIES / EXPENSE	43,628	32,305	24,900	01239.522310	24,900	24,500
522320	METERED POSTAGE	23,963	26,258	18,500	01239.522320	10,054	10,054
522330	INVENTORY ISSUES	1,849	2,317	0	01239.522330	0	0
522540	ADVERTISING	130,596	61,422	39,200	01239.522540	39,200	39,200
522710	AUTO REIMBURSEMENT	4,800	4,800	4,800	01239.522710	4,800	4,800
522720	MILEAGE	195	310	200	01239.522720	200	200
522820	CONFERENCES/MEETINGS/TRAVEL	16,430	7,142	6,000	01239.522820	6,000	5,600
522900	MEMBERSHIPS AND DUES	1,563	2,039	2,500	01239.522900	2,500	2,500
522940	VEHICLES - INSURANCE	500	500	600	01239.522940	0	600
533020	INSURANCE-COMPREHENSIVE	0	8,300	10,000	01239.533020	10,500	11,600
533580	COMPUTER EQUIPMENT MAINTENANCE	0	0	3,500	01239.533580	3,000	3,000
544010	SPECIAL DEPARTMENT SUPPLIES	486	0	1,500	01239.544010	1,500	1,500
544040	BOOKS / PAMPHLETS	1,229	706	1,700	01239.544040	1,700	1,700
544110	PRINTED FORMS	30,273	28,759	21,300	01239.544110	19,300	19,300
544120	PERIODICALS	355	1,286	1,300	01239.544120	1,200	1,200
555030	EMPLOYEE MEDICAL EXAMS	91,914	131,269	94,300	01239.555030	94,300	94,300
555060	PROFESSIONAL SERVICES	0	0	33,888	01239.555060	0	0
555110	LEGAL EXPENSE	1,481	16,642	12,000	01239.555110	12,000	12,000
555210	TRAINING	29,885	43,368	54,700	01239.555210	50,000	50,000

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566110	EMPLOYEE ORIENTATION EXPENSES	3,531	1,674	4,000	01239.566110	4,000	4,000
566120	EMPLOYEE SERVICE AWARDS	22,876	24,761	25,000	01239.566120	25,000	25,000
566200	PERSONNEL BOARD EXPENSE	1,950	284	2,500	01239.566200	2,000	1,700
566570	PERSONNEL EXAM EXPENSES	59,757	60,567	42,700	01239.566570	43,000	43,000
Supplies and Expenses 520000 - 579999		488,241	470,609	413,591		363,654	364,254
588090	FURNITURE & FURNISHINGS	0	0	2,100	01239.588090	2,100	2,100
Capital Outlay 588000 - 588999		0	0	2,100		2,100	2,100
Division: Human Resources, 239		1,775,308	1,794,718	1,834,913		1,729,303	1,636,278

HUMAN RESOURCES

01-150-239

- 511000 Permanent Employees - Salaries and wages for permanent employees. Includes title change of 1.0 FTE Organizational Development & Employee Services Manager to 1.0 FTE Organizational Development & Employee Relations Manager position and 1.0 FTE Administrative Services Coordinator to 1.0 FTE Senior Human Resources Analyst position. FY2003-04 decrease reflects the deletion of 2.0 FTE Human Resources Technician positions due to City fiscal constraints, partially offset by the addition of 1.0 FTE Human Resources Receptionist position. FY2004-05 decrease due to continued City fiscal constraints.
- 511490 Overtime - Compensation for various staff members to deal with peak workload periods and special projects' requirements.
- 511500 Temporary Employees - Funds to provide temporary clerical support, office coverage during staff absences, assistance with exam development, scoring and/or proctoring, and special projects. FY2003-04 decrease reflects the reclassification of overtime hours. FY2004-05 increase reflects the addition of 0.1 FTE temporary position.
- 511810 Tuition Reimbursement - Funds to provide MOU-mandated benefit.
- 522320 Metered Postage - Funds for charges related to postal services. FY2003-04 decrease due to City fiscal constraints.
- 522540 Advertising - Funds used for advertising in various publications.
- 533580 Computer Equipment Maintenance - Funds for annual hardware and software maintenance agreements for SIGMA Applicant Tracking System. FY2003-04 decrease due to reassessment of need.
- 544010 Special Department Supplies - Funds used for non-recurring special purchases.
- 544110 Printed Forms - Funds for printing of various forms. FY2003-04 decrease due to City fiscal constraints.
- 555060 Professional Services - Funds for services to support departmental activities. FY2003-04 decrease due to one-time allocation in prior year.
- 555110 Legal Expense - Funds for consulting fees on labor law / labor relations issues.
- 555210 Training - Funds for professional development and mandatory job-related training. FY2003-04 decrease due to City fiscal constraints.

HUMAN RESOURCES

01-150-239

- 566110 Employee Orientation Expenses - Funds for orientation program for new employees and various Employee Services unit activities.
- 566120 Employee Service Awards - Funds for service awards that recognize employees who have reached specified intervals of service with the City.
- 566200 Personnel Board Expenses - Funds for regular meeting and hearing expenses and cost of recording tapes and supplies. FY2003-04 and FY2004-05 decreases due to reassessment of need.
- 566570 Personnel Exam Expenses - Funds for personnel examinations expenses.
- 588090 Furniture and Furnishings - Funds to purchase furniture as needed (\$2,100).

For a description of other line items, please see "General Line Item Description" tab.