

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

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

<u>Object</u>	<u>Description</u>	<u>2001-02 Prior Year Actual</u>	<u>2002-03 Last Year Actual</u>	<u>2003-04 Revised Budget</u>	<u>Account Number</u>	<u>2004-05 Budget</u>	<u>2005-06 Budget Plan</u>
511000	PERMANENT EMPLOYEES	1,199,363	1,297,240	1,291,622	01239.511000	1,266,178	1,275,778
511490	OVERTIME	50,358	12,723	7,452	01239.511490	7,427	7,427
511500	TEMPORARY EMPLOYEES	5,556	33,576	28,256	01239.511500	32,752	32,752
511680	SALARY SAVINGS	0	0	0	01239.511680	(17,079)	(17,079)
511690	OUTSIDE TEMP AGENCY EMPLOYEES	7,320	6,293	0	01239.511690	0	0
511700	TRANS FROM OTHER FUNDS	(2,743)	(2,856)	0	01239.511700	0	0
511730	WORKERS' COMP INSURANCE	10,200	7,500	10,300	01239.511730	13,500	13,400
511810	TUITION REIMBURSEMENT	54,055	50,031	30,800	01239.511810	54,800	54,800
Salaries and Wages 510000 - 511999		1,324,109	1,404,507	1,368,430		1,357,578	1,367,078
522210	UTILITIES - TELEPHONE	15,900	3,349	8,500	01239.522210	5,100	5,000
522310	OFFICE SUPPLIES / EXPENSE	32,305	33,972	24,900	01239.522310	24,500	23,000
522320	METERED POSTAGE	26,258	22,854	10,054	01239.522320	10,054	10,054
522330	INVENTORY ISSUES	2,317	2,924	0	01239.522330	0	0
522540	ADVERTISING	61,422	61,803	39,200	01239.522540	38,000	35,553
522710	AUTO REIMBURSEMENT	4,800	4,800	4,800	01239.522710	4,800	4,800
522720	MILEAGE	310	33	200	01239.522720	200	200
522820	CONFERENCES/MEETINGS/TRAVEL	7,142	4,341	6,000	01239.522820	6,000	6,000
522900	MEMBERSHIPS AND DUES	2,039	1,839	2,500	01239.522900	2,500	2,500
522940	VEHICLES - INSURANCE	500	600	0	01239.522940	0	600
533020	INSURANCE-COMPREHENSIVE	8,300	10,000	10,500	01239.533020	15,800	19,700
533580	COMPUTER EQUIPMENT MAINTENANCE	0	0	3,000	01239.533580	3,000	3,000
544010	SPECIAL DEPARTMENT SUPPLIES	0	1,238	1,500	01239.544010	1,500	1,500
544040	BOOKS / PAMPHLETS	706	1,636	1,700	01239.544040	1,700	1,700
544110	PRINTED FORMS	28,759	24,504	19,300	01239.544110	23,600	22,000
544120	PERIODICALS	1,286	805	1,200	01239.544120	1,200	1,200
555030	EMPLOYEE MEDICAL EXAMS	131,269	154,832	94,300	01239.555030	149,300	149,300
555060	PROFESSIONAL SERVICES	0	555	0	01239.555060	0	0
555110	LEGAL EXPENSE	16,642	19,671	12,000	01239.555110	12,000	12,000

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555210	TRAINING	43,368	26,519	50,000	01239.555210	50,000	50,000
566110	EMPLOYEE ORIENTATION EXPENSES	1,674	1,472	4,000	01239.566110	4,000	4,000
566120	EMPLOYEE SERVICE AWARDS	24,761	23,247	25,000	01239.566120	26,000	25,000
566200	PERSONNEL BOARD EXPENSE	284	323	2,000	01239.566200	1,700	1,700
566570	PERSONNEL EXAM EXPENSES	60,567	35,447	43,000	01239.566570	43,000	42,000
Supplies and Expenses 520000 - 579999		470,609	436,764	363,654		423,954	420,807
588090	FURNITURE & FURNISHINGS	0	2,041	2,100	01239.588090	0	0
588500	MISCELLANEOUS EQUIPMENT	0	0	0	01239.588500	1,000	0
Capital Outlay 588000 - 588999		0	2,041	2,100		1,000	0
Division: Human Resources, 239		1,794,718	1,843,312	1,734,184		1,782,532	1,787,885

HUMAN RESOURCES

01-150-239

- 511000 Permanent Employees - Salaries and wages for permanent employees. FY2004-05 decrease reflects the deletion of 1.0 FTE Organizational Development and Employee Relations Manager position, partially offset by the addition of 1.0 FTE Senior Human Resources Analyst position due to staff restructuring. Also reflected in the amount is the reclassification of 1.0 FTE Human Resources Analyst to 1.0 FTE Classification and Compensation Analyst position and 1.0 FTE Employee Benefits Supervisor to 1.0 FTE Employee Benefits Technician position. FY2005-06 increase reflects salary step and MOU-related increases.
- 511490 Overtime - Compensation for various staff members to handle 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. FY2004-05 increase reflects a net 0.1 FTE position increase due to staff restructuring.
- 511680 Salary Savings - Salary savings resulting from position vacancies occurring during the fiscal year. New line item.
- 511810 Tuition Reimbursement - Funds to provide MOU-mandated benefit. FY2004-05 increase reflects program need.
- 522540 Advertising - Funds used for advertising in various publications.
- 533580 Computer Equipment Maintenance - Funds for annual hardware maintenance and maintenance agreement for OPAC keyboarding examination software.
- 544010 Special Department Supplies - Funds used for non-recurring special purchases.
- 555110 Legal Expense - Funds for consulting services regarding labor law / labor relations issues.
- 566110 Employee Orientation Expenses - Funds for orientation program for new employees and various Employee Benefits Section 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.

HUMAN RESOURCES

01-150-239

566570 Personnel Exam Expenses - Funds for civil service examination expenses.

588500 Miscellaneous Equipment - Funds to purchase equipment as needed (FY2004-05: \$1,000; FY2005-06: \$0).

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