

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

**Division: R & ES(City Clerk)-Admin, 211
Fund: General Fund, 01**

<u>Object</u>	<u>Description</u>	<u>2002-03 Prior Year Actual</u>	<u>2003-04 Last Year Actual</u>	<u>2004-05 Revised Budget</u>	<u>Account Number</u>	<u>2005-06 Budget</u>	<u>2006-07 Budget Plan</u>
511000	PERMANENT EMPLOYEES	357,294	520,470	493,931	01211.511000	497,654	499,694
511490	OVERTIME	11,747	1,361	0	01211.511490	0	0
511500	TEMPORARY EMPLOYEES	0	1,007	0	01211.511500	0	0
511680	SALARY SAVINGS	0	0	(23,394)	01211.511680	(23,394)	(23,394)
511690	OUTSIDE TEMP AGENCY EMPLOYEES	22,208	528	0	01211.511690	0	0
511700	TRANS FROM OTHER FUNDS	2,646	9,157	0	01211.511700	0	0
511710	MEDICARE EMPLOYER CONTRIBUTION	0	0	6,931	01211.511710	7,498	7,527
511730	WORKERS' COMP INSURANCE	14,800	13,900	20,700	01211.511730	20,100	20,100
511740	EMPLOYEE HEALTH INSURANCE	0	0	63,028	01211.511740	66,251	71,988
511770	RETIREMENT	0	0	64,311	01211.511770	87,637	88,638
511970	OTHER FRINGE BENEFITS	0	0	8,526	01211.511970	7,788	7,913
Salaries and Wages 510000 - 511999		408,695	546,423	634,033		663,534	672,466
522210	UTILITIES - TELEPHONE	3,375	2,819	5,340	01211.522210	4,000	4,000
522310	OFFICE SUPPLIES / EXPENSE	8,920	10,772	6,900	01211.522310	8,500	10,600
522320	METERED POSTAGE	442	1,346	4,500	01211.522320	2,000	2,000
522330	INVENTORY ISSUES	933	0	500	01211.522330	500	1,000
522520	LEGAL ADVERTISING	127,648	110,808	123,600	01211.522520	123,600	123,600
522710	AUTO REIMBURSEMENT	4,800	4,920	0	01211.522710	0	0
522720	MILEAGE	28	81	100	01211.522720	100	200
522820	CONFERENCES/MEETINGS/TRAVEL	92	1,613	8,200	01211.522820	8,200	8,200
522900	MEMBERSHIPS AND DUES	669	730	1,200	01211.522900	1,200	1,200
522940	VEHICLES - INSURANCE	1,200	0	0	01211.522940	1,600	1,800
533020	INSURANCE-COMPREHENSIVE	7,800	9,400	12,300	01211.533020	11,300	11,900
533120	SPECIAL EQUIP MAINT	4,228	4,431	4,000	01211.533120	4,500	4,500
544010	SPECIAL DEPARTMENT SUPPLIES	4,114	6,135	4,000	01211.544010	4,500	7,000
544040	BOOKS / PAMPHLETS	648	0	100	01211.544040	100	100
544120	PERIODICALS	10	238	500	01211.544120	250	250
555010	CONTRACTUAL SERVICES	11,753	12,306	27,100	01211.555010	14,000	20,000
555060	PROFESSIONAL SERVICES	0	47,454	72,600	01211.555060	62,000	72,000

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555210	TRAINING	195	399	4,400	01211.555210	4,400	4,400
566090	ENTERTAIN - PUBLIC GS	3,520	4,375	5,000	01211.566090	5,000	5,000
577140	DISABILITY ACCOMODATIONS	0	0	500	01211.577140	500	500
Supplies and Expenses 520000 - 579999		180,375	217,827	280,840		256,250	278,250
Division: R & ES(City Clerk)-Admin, 211		589,070	764,250	914,873		919,784	950,716

RECORDS AND ELECTION SERVICES (City Clerk's Office) - Administration

01-120-211

- 511000 Permanent Employees - Salaries and wages for permanent employees. FY2005-06 and FY2006-07 increases reflect salary step and MOU-related increases.
- 511680 Salary Savings - Salary savings resulting from position vacancies occurring during the fiscal year.
- 522520 Legal Advertising - Funds for publishing ordinances, legal notices for various departments, public hearing notices, engineering bids, purchasing bids, Board and Commission vacancies, etc.
- 533120 Special Equipment/Maintenance - Funds for maintenance contract on office typewriters, and telecopier; maintenance of database for the Records Management Program.
- 544010 Special Departmental Supplies - Funds for Council support services including supplies for Council meetings and special binders for Council minutes, ordinances and resolutions.
- 555010 Contractual Services - Funds needed for quarterly Code revisions. FY2005-06 decrease due to use of a new vendor. FY2006-07 increase due to projected need.
- 555060 Professional Services - Funds for storage, retrieval, and certified destruction of documents in accordance with the Council approved Citywide Records and Information Management Program (FY2005-06: \$62,000; FY2006-07: \$72,000). Amount fluctuates from one year to another due to electronic copying of vital records which is performed bi-annually.
- 566090 Entertainment-Public Guests - Funds for annual board and commission dinner meeting.
- 577140 Disability Accommodations - Funds for translation services, interpreters and listening devices for City Council meetings.

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

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

Division: R & ES(City Clerk)-Elections, 212
Fund: General Fund, 01

<u>Object</u>	<u>Description</u>	<u>2002-03</u> <u>Prior Year</u> <u>Actual</u>	<u>2003-04</u> <u>Last Year</u> <u>Actual</u>	<u>2004-05</u> <u>Revised</u> <u>Budget</u>	<u>Account Number</u>	<u>2005-06</u> <u>Budget</u>	<u>2006-07</u> <u>Budget</u> <u>Plan</u>
511490	OVERTIME	4,749	105	2,458	01212.511490	2,400	2,400
511690	OUTSIDE TEMP AGENCY EMPLOYEES	1,803	0	0	01212.511690	0	0
Salaries and Wages 510000 - 511999		6,552	105	2,458		2,400	2,400
522310	OFFICE SUPPLIES / EXPENSE	6,276	856	6,900	01212.522310	1,000	6,900
522320	METERED POSTAGE	45,666	1,762	15,000	01212.522320	1,500	15,000
522520	LEGAL ADVERTISING	3,560	362	7,735	01212.522520	0	7,735
522820	CONFERENCES/MEETINGS/TRAVEL	39	1,324	1,400	01212.522820	1,400	1,400
555060	PROFESSIONAL SERVICES	242,276	0	292,370	01212.555060	0	292,370
Supplies and Expenses 520000 - 579999		297,817	4,304	323,405		3,900	323,405
Division: R & ES(City Clerk)-Elections, 212		304,369	4,409	325,863		6,300	325,805

- 511490 Overtime - Compensation for processing Fair Political Practice Commission filings and Voters Registration activities.
- 522310 Office Supplies/Expense - Funds for general office supplies and expenses including stationery, photocopying, etc. Amount fluctuates from one year to another due to biennial election coverage.
- 522320 Metered Postage - Funds for charges related to postal services. Amount fluctuates from one year to another due to biennial election coverage.
- 522520 Legal Advertising - Funds for advertising required for November 6, 2006, General Municipal Election. Amount fluctuates from one year to another due to biennial election coverage.
- 555060 Professional Services - Funds for services provided by LA County Registrar-Recorder's Office, election supplier and additional advertising for November General Municipal Elections. Amount fluctuates from one year to another due to biennial election coverage.

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

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

Division: R & ES(City Clerk)-Supp Svcs, 214
Fund: General Fund, 01

<u>Object</u>	<u>Description</u>	<u>2002-03</u> <u>Prior Year</u> <u>Actual</u>	<u>2003-04</u> <u>Last Year</u> <u>Actual</u>	<u>2004-05</u> <u>Revised</u> <u>Budget</u>	<u>Account Number</u>	<u>2005-06</u> <u>Budget</u>	<u>2006-07</u> <u>Budget</u> <u>Plan</u>
511000	PERMANENT EMPLOYEES	276,951	212,824	210,363	01214.511000	210,677	212,717
511490	OVERTIME	11,184	362	0	01214.511490	0	0
511500	TEMPORARY EMPLOYEES	32,368	14,070	0	01214.511500	0	0
511680	SALARY SAVINGS	0	0	(2,736)	01214.511680	(2,736)	(2,736)
511700	TRANS FROM OTHER FUNDS	(7,031)	(9,262)	0	01214.511700	0	0
511710	MEDICARE EMPLOYER CONTRIBUTION	0	0	3,892	01214.511710	3,055	3,084
511740	EMPLOYEE HEALTH INSURANCE	0	0	45,020	01214.511740	47,322	51,420
511770	RETIREMENT	0	0	28,607	01214.511770	35,603	36,221
511970	OTHER FRINGE BENEFITS	0	0	4,132	01214.511970	3,253	3,320
Salaries and Wages 510000 - 511999		313,472	217,994	289,278		297,174	304,026
522210	UTILITIES - TELEPHONE	0	0	518	01214.522210	518	518
522310	OFFICE SUPPLIES / EXPENSE	722	646	1,100	01214.522310	1,100	1,500
522330	INVENTORY ISSUES	5,620	12,631	1,000	01214.522330	3,000	5,000
522610	EQUIPMENT RENTAL	167,260	197,092	171,900	01214.522610	202,900	193,900
522620	RENT	28,585	34,921	41,800	01214.522620	34,921	35,794
522720	MILEAGE	237	0	200	01214.522720	200	200
522820	CONFERENCES/MEETINGS/TRAVEL	277	0	600	01214.522820	1,000	1,500
522910	VEHICLES - FUELS / LUBRICATION	2,692	3,483	2,900	01214.522910	2,500	2,500
523000	VEHICLE MGMT FUND-MAINTENANCE	11,741	7,355	12,100	01214.523000	10,000	10,000
533110	SPECIAL EQUIPMENT-OPER SUPS	90,138	50,509	81,810	01214.533110	88,367	89,298
533120	SPECIAL EQUIP MAINT	75,906	32,754	82,900	01214.533120	82,900	82,900
544010	SPECIAL DEPARTMENT SUPPLIES	2,893	2,906	2,000	01214.544010	3,000	3,000
544110	PRINTED FORMS	0	(2,536)	0	01214.544110	0	0
555060	PROFESSIONAL SERVICES	49,896	(91)	0	01214.555060	0	0
555210	TRAINING	1,758	1,930	2,000	01214.555210	2,000	2,000
Supplies and Expenses 520000 - 579999		437,725	341,600	400,828		432,406	428,110
588080	OFFICE EQUIPMENT	0	0	0	01214.588080	28,000	0

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Fund: General Fund, 01

<u>Object</u>	<u>Description</u>	2002-03 Prior Year <u>Actual</u>	2003-04 Last Year <u>Actual</u>	2004-05 Revised <u>Budget</u>	<u>Account Number</u>	2005-06 <u>Budget</u>	2006-07 Budget <u>Plan</u>
Capital Outlay	588000 - 588999	0	0	0		28,000	0
Division: R & ES(City Clerk)-Supp Svcs, 214		751,197	559,594	690,106		757,580	732,136

- 511000 Permanent Employees - Salaries and wages for permanent employees. FY2005-06 and FY2006-07 increases reflect salary step increases.
- 511680 Salary Savings - Salary savings resulting from position vacancies occurring during the fiscal year.
- 522610 Equipment Rental - Funds for the lease/purchase of duplicating machines. FY2005-06 increase due to reassessment of need.
- 533110 Special Equipment-Operating Supplies - Funds for paper, ink, cleaning solvents, and other supplies used in the duplicating/printing process. FY2005-06 increase due to reassessment of need.
- 533120 Special Equipment Maintenance - Funds for maintenance contracts for duplicating and mailing equipment.
- 544010 Special Departmental Supplies - Funds needed for uniform services.
- 588080 Office Equipment - Funds for a new digital postage meter. FY2006-07 decrease reflects the elimination of one-time funding from prior year.

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