

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

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

| <u>Object</u>                             | <u>Description</u>             | <u>2002-03</u><br><u>Prior Year</u><br><u>Actual</u> | <u>2003-04</u><br><u>Last Year</u><br><u>Actual</u> | <u>2004-05</u><br><u>Revised</u><br><u>Budget</u> | <u>Account Number</u> | <u>2005-06</u><br><u>Budget</u> | <u>2006-07</u><br><u>Budget</u><br><u>Plan</u> |
|---|--------------------------------|--|---|---|-----------------------|---------------------------------|--|
| 511000                                    | PERMANENT EMPLOYEES            | 1,297,240  | 1,245,093   | 1,304,069   | 01239.511000          | 1,275,320                       | 1,285,746                                      |
| 511490                                    | OVERTIME                       | 12,723   | 8,256   | 7,605   | 01239.511490          | 7,404                           | 7,404  |
| 511500                                    | TEMPORARY EMPLOYEES            | 33,576   | 21,294  | 33,538  | 01239.511500          | 52,702                          | 52,702   |
| 511680                                    | SALARY SAVINGS                 | 0  | 0   | (17,079)  | 01239.511680          | (17,079)                        | (17,079)                                       |
| 511690                                    | OUTSIDE TEMP AGENCY EMPLOYEES  | 6,293  | 0   | 0   | 01239.511690          | 0                               | 0  |
| 511700                                    | TRANS FROM OTHER FUNDS         | (2,856)  | (2,965)   | 0   | 01239.511700          | 0                               | 0  |
| 511710                                    | MEDICARE EMPLOYER CONTRIBUTION | 0  | 0   | 18,835  | 01239.511710          | 20,097                          | 20,255   |
| 511730                                    | WORKERS' COMP INSURANCE        | 7,500  | 10,300  | 13,500  | 01239.511730          | 13,400                          | 13,400   |
| 511740                                    | EMPLOYEE HEALTH INSURANCE      | 0  | 0   | 153,068   | 01239.511740          | 150,959                         | 163,380  |
| 511770                                    | RETIREMENT                     | 0  | 0   | 168,668   | 01239.511770          | 224,731                         | 228,236  |
| 511810                                    | TUITION REIMBURSEMENT          | 50,031   | 42,691  | 54,800  | 01239.511810          | 54,800                          | 54,800   |
| 511970                                    | OTHER FRINGE BENEFITS          | 0  | 0   | 22,600  | 01239.511970          | 20,522                          | 20,894   |
| <b>Salaries and Wages 510000 - 511999</b> |                                | <b>1,404,507</b>                                     | <b>1,324,669</b>                                    | <b>1,759,604</b>                                  |                       | <b>1,802,856</b>                | <b>1,829,738</b>                               |
| 522210                                    | UTILITIES - TELEPHONE          | 3,349  | 2,752   | 5,100   | 01239.522210          | 5,000                           | 4,000  |
| 522310                                    | OFFICE SUPPLIES / EXPENSE      | 33,972   | 32,282  | 24,500  | 01239.522310          | 24,900                          | 25,400   |
| 522320                                    | METERED POSTAGE                | 22,854   | 7,804   | 10,054  | 01239.522320          | 10,000                          | 11,900   |
| 522330                                    | INVENTORY ISSUES               | 2,924  | 1,099   | 0   | 01239.522330          | 0                               | 0  |
| 522540                                    | ADVERTISING                    | 61,803   | 13,498  | 38,000  | 01239.522540          | 35,600                          | 37,000   |
| 522710                                    | AUTO REIMBURSEMENT             | 4,800  | 4,920   | 0   | 01239.522710          | 0                               | 0  |
| 522720                                    | MILEAGE                        | 33   | 510   | 200   | 01239.522720          | 200                             | 200  |
| 522820                                    | CONFERENCES/MEETINGS/TRAVEL    | 4,341  | 5,938   | 6,000   | 01239.522820          | 6,500                           | 7,500  |
| 522900                                    | MEMBERSHIPS AND DUES           | 1,839  | 3,979   | 2,500   | 01239.522900          | 3,000                           | 3,000  |
| 522940                                    | VEHICLES - INSURANCE           | 600  | 0   | 0   | 01239.522940          | 700                             | 800  |
| 533020                                    | INSURANCE-COMPREHENSIVE        | 10,000   | 10,500  | 15,800  | 01239.533020          | 21,200                          | 22,200   |
| 533580                                    | COMPUTER EQUIPMENT MAINTENANCE | 0  | 0   | 3,000   | 01239.533580          | 21,000                          | 21,000   |
| 544010                                    | SPECIAL DEPARTMENT SUPPLIES    | 1,238  | 1,416   | 1,500   | 01239.544010          | 4,500                           | 7,000  |
| 544040                                    | BOOKS / PAMPHLETS              | 1,636  | 1,732   | 1,700   | 01239.544040          | 1,700                           | 1,700  |
| 544110                                    | PRINTED FORMS                  | 24,504   | 9,373   | 23,600  | 01239.544110          | 22,000                          | 22,000   |
| 544120                                    | PERIODICALS                    | 805  | 771   | 1,200   | 01239.544120          | 1,200                           | 1,200  |

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|--|-------------------------------|--|---|---|-----------------------|---------------------------------|--|
| 555030                                       | EMPLOYEE MEDICAL EXAMS        | 154,832  | 111,092   | 149,300   | 01239.555030          | 150,000                         | 150,000  |
| 555060                                       | PROFESSIONAL SERVICES         | 555  | 0   | 40,000  | 01239.555060          | 50,000                          | 50,000   |
| 555110                                       | LEGAL EXPENSE                 | 19,671   | 7,208   | 12,000  | 01239.555110          | 12,000                          | 13,500   |
| 555210                                       | TRAINING                      | 26,519   | 24,255  | 80,000  | 01239.555210          | 70,000                          | 70,000   |
| 566110                                       | EMPLOYEE ORIENTATION EXPENSES | 1,472  | 835   | 4,000   | 01239.566110          | 4,000                           | 5,000  |
| 566120                                       | EMPLOYEE SERVICE AWARDS       | 23,247   | 55,473  | 26,000  | 01239.566120          | 27,000                          | 29,000   |
| 566200                                       | PERSONNEL BOARD EXPENSE       | 323  | 1,686   | 1,700   | 01239.566200          | 1,700                           | 2,000  |
| 566570                                       | PERSONNEL EXAM EXPENSES       | 35,447   | 35,962  | 43,000  | 01239.566570          | 42,000                          | 44,000   |
| 577970                                       | COBRA INSURANCE ADMIN         | 0  | 0   | 49,200  | 01239.577970          | 49,200                          | 49,200   |
| <b>Supplies and Expenses 520000 - 579999</b> |                               | <b>436,764</b>                                       | <b>333,085</b>                                      | <b>538,354</b>                                    |                       | <b>563,400</b>                  | <b>577,600</b>                                 |
| 588090                                       | FURNITURE & FURNISHINGS       | 2,041  | 0   | 0   | 01239.588090          | 0                               | 0  |
| 588500                                       | MISCELLANEOUS EQUIPMENT       | 0  | 0   | 1,000   | 01239.588500          | 0                               | 0  |
| <b>Capital Outlay 588000 - 588999</b>        |                               | <b>2,041</b>   | <b>0</b>  | <b>1,000</b>                                      |                       | <b>0</b>                        | <b>0</b>                                       |
| <b>Division: Human Resources, 239</b>        |                               | <b>1,843,312</b>                                     | <b>1,657,754</b>                                    | <b>2,298,958</b>                                  |                       | <b>2,366,256</b>                | <b>2,407,338</b>                               |

## HUMAN RESOURCES

01-150-239

- 511000 Permanent Employees - Salaries and wages for permanent employees. FY2005-06 decrease reflects the deletion of 1.0 FTE Classification and Compensation Analyst position and the elimination of one-time MOU-related adjustment in the prior year, partially offset by the addition of 1.0 FTE Human Resources Specialist position, reclassification of 2.0 FTE Senior Human Resources Analyst to 2.0 FTE Senior Human Resources Analyst - Labor and Employee Relations positions and salary step increases. FY2006-07 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. FY2005-06 increase reflects the addition of 0.3 FTE as-needed position for recruitment activities.
- 511680 Salary Savings - Salary savings resulting from position vacancies occurring during the fiscal year.
- 511810 Tuition Reimbursement - Funds to provide MOU-mandated benefit.
- 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. FY2005-06 increase due to a new NeoGov software maintenance agreement.
- 544010 Special Department Supplies - Funds used for non-recurring special purchases.
- 555060 Professional Services - Cost for health consulting services (FY2005-06 and FY2006-07: \$50,000).
- 555110 Legal Expense - Funds for consulting services regarding labor law / labor relations issues and investigations expenses.
- 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.

577970 COBRA Insurance Administration - Funds to pay insurance premiums on COBRA- eligible individuals (Federal Consolidated Omnibus Budget Reconciliation Act). The costs of the health insurance premiums for these individuals are reimbursed by the participating individuals to the City.

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