

**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>	2003-04 Prior Year <u>Actual</u>	2004-05 Last Year <u>Actual</u>	2005-06 Revised <u>Budget</u>	<u>Account Number</u>	2006-07 <u>Budget</u>	2007-08 <u>Budget</u> <u>Plan</u>
511000	PERMANENT EMPLOYEES	520,470	480,154	537,084	01211.511000	607,428	612,813
511010	ESTIMATED PAY RAISE	0	0	0	01211.511010	0	29,508
511490	OVERTIME	1,361	1,413	0	01211.511490	0	0
511500	TEMPORARY EMPLOYEES	1,007	0	0	01211.511500	0	0
511680	SALARY SAVINGS	0	0	(23,394)	01211.511680	(23,394)	(23,394)
511690	OUTSIDE TEMP AGENCY EMPLOYEES	528	0	0	01211.511690	0	0
511700	TRANS FROM OTHER FUNDS	9,157	11,893	0	01211.511700	0	0
511710	MEDICARE EMPLOYER CONTRIBUTION	0	7,610	7,798	01211.511710	8,809	8,886
511730	WORKERS' COMP INSURANCE	13,900	20,700	23,000	01211.511730	12,200	12,700
511740	EMPLOYEE HEALTH INSURANCE	0	64,803	66,251	01211.511740	81,802	88,186
511770	RETIREMENT	0	65,764	91,142	01211.511770	99,834	100,581
511970	OTHER FRINGE BENEFITS	0	5,367	7,788	01211.511970	9,359	9,482
Salaries and Wages 510000 - 511999		546,423	657,704	709,669		796,038	838,762
522210	UTILITIES - TELEPHONE	2,819	2,881	4,000	01211.522210	4,000	4,000
522310	OFFICE SUPPLIES / EXPENSE	10,772	13,716	8,500	01211.522310	9,450	10,600
522320	METERED POSTAGE	1,346	931	2,000	01211.522320	2,000	2,000
522330	INVENTORY ISSUES	0	0	500	01211.522330	500	500
522520	LEGAL ADVERTISING	110,808	102,845	123,600	01211.522520	123,600	123,600
522710	AUTO REIMBURSEMENT	4,920	0	0	01211.522710	0	0
522720	MILEAGE	81	38	100	01211.522720	200	200
522820	CONFERENCES/MEETINGS/TRAVEL	1,613	5,860	8,200	01211.522820	8,200	8,200
522900	MEMBERSHIPS AND DUES	730	792	1,200	01211.522900	1,200	1,200
522940	VEHICLES - INSURANCE	0	0	1,600	01211.522940	1,800	1,900
533020	INSURANCE-COMPREHENSIVE	9,400	12,300	11,300	01211.533020	12,200	13,000
533120	SPECIAL EQUIP MAINT	4,431	4,492	4,500	01211.533120	4,500	7,807
544010	SPECIAL DEPARTMENT SUPPLIES	6,135	4,658	4,500	01211.544010	7,000	7,000
544040	BOOKS / PAMPHLETS	0	0	100	01211.544040	100	100
544120	PERIODICALS	238	455	250	01211.544120	900	900
555010	CONTRACTUAL SERVICES	12,306	11,309	14,000	01211.555010	20,000	20,000

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555060	PROFESSIONAL SERVICES	47,454	60,830	62,000	01211.555060	72,000	74,450
555210	TRAINING	399	2,981	4,400	01211.555210	4,400	4,400
566090	ENTERTAIN - PUBLIC GS	4,375	5,740	5,000	01211.566090	6,000	6,500
577140	DISABILITY ACCOMODATIONS	0	250	500	01211.577140	500	500
578790	MISCELLANEOUS LITIGATION	0	17,795	0	01211.578790	0	0
Supplies and Expenses 520000 - 579999		217,827	247,873	256,250		278,550	286,857
Division: R & ES(City Clerk)-Admin, 211		764,250	905,577	965,919		1,074,588	1,125,619

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

01-120-211

- 511000 Permanent Employees - Salaries and wages for permanent employees. FY2006-07 increase reflects the addition of 1.0 FTE Administrative Analyst position and salary step and MOU-related increases. FY2007-08 increase reflects 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 fax/copier and 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.
- 555060 Professional Services - Funds for storage, retrieval, and certified destruction of documents in accordance with the Council approved Citywide Records and Information Management Program (FY2006-07: \$72,000; FY2007-08: \$74,450). 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>	2003-04 Prior Year <u>Actual</u>	2004-05 Last Year <u>Actual</u>	2005-06 Revised <u>Budget</u>	<u>Account Number</u>	2006-07 <u>Budget</u>	2007-08 Budget <u>Plan</u>
511490	OVERTIME	105	508	2,496	01212.511490	2,500	2,500
Salaries and Wages 510000 - 511999		105	508	2,496		2,500	2,500
522310	OFFICE SUPPLIES / EXPENSE	856	818	1,000	01212.522310	6,900	1,000
522320	METERED POSTAGE	1,762	2,118	1,500	01212.522320	15,000	1,500
522520	LEGAL ADVERTISING	362	2,814	0	01212.522520	7,735	0
522820	CONFERENCES/MEETINGS/TRAVEL	1,324	1,185	1,400	01212.522820	1,400	1,610
555060	PROFESSIONAL SERVICES	0	265,640	0	01212.555060	292,370	0
Supplies and Expenses 520000 - 579999		4,304	272,575	3,900		323,405	4,110
Division: R & ES(City Clerk)-Elections, 212		4,409	273,083	6,396		325,905	6,610

Budget amounts in this Division fluctuates from one year to another due to biennial election coverage.

- 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.
- 522320 Metered Postage - Funds for charges related to postal services.
- 522520 Legal Advertising - Funds for advertising required for November 7, 2006, General Municipal Election.
- 555060 Professional Services - Funds for services provided by L.A. County Registrar-Recorder's Office, election supplier and additional advertising for November General Municipal Elections.

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>2003-04 Prior Year Actual</u>	<u>2004-05 Last Year Actual</u>	<u>2005-06 Revised Budget</u>	<u>Account Number</u>	<u>2006-07 Budget</u>	<u>2007-08 Budget Plan</u>
511000	PERMANENT EMPLOYEES	212,824	193,675	219,104	01214.511000	224,848	227,058
511010	ESTIMATED PAY RAISE	0	0	0	01214.511010	0	10,624
511490	OVERTIME	362	346	0	01214.511490	0	0
511500	TEMPORARY EMPLOYEES	14,070	14,116	0	01214.511500	0	0
511680	SALARY SAVINGS	0	0	(2,736)	01214.511680	(2,736)	(2,736)
511700	TRANS FROM OTHER FUNDS	(9,262)	(12,517)	0	01214.511700	0	0
511710	MEDICARE EMPLOYER CONTRIBUTION	0	1,197	3,177	01214.511710	3,260	3,292
511740	EMPLOYEE HEALTH INSURANCE	0	44,593	47,322	01214.511740	51,126	55,686
511770	RETIREMENT	0	25,265	37,027	01214.511770	36,932	37,241
511970	OTHER FRINGE BENEFITS	0	2,116	3,253	01214.511970	3,714	3,741
Salaries and Wages 510000 - 511999		217,994	268,791	307,147		317,144	334,906
522210	UTILITIES - TELEPHONE	0	0	518	01214.522210	518	518
522310	OFFICE SUPPLIES / EXPENSE	646	1,240	1,100	01214.522310	1,710	2,500
522330	INVENTORY ISSUES	12,631	7,998	3,000	01214.522330	5,000	5,000
522610	EQUIPMENT RENTAL	197,092	159,625	202,900	01214.522610	193,900	202,295
522620	RENT	34,921	34,921	34,921	01214.522620	35,794	36,796
522720	MILEAGE	0	30	200	01214.522720	200	200
522820	CONFERENCES/MEETINGS/TRAVEL	0	857	1,000	01214.522820	1,500	1,500
522910	VEHICLES - FUELS / LUBRICATION	3,483	3,448	2,500	01214.522910	3,350	3,500
522950	CNG FUEL	0	4	0	01214.522950	20	20
523000	VEHICLE MGMT FUND-MAINTENANCE	7,355	8,584	10,000	01214.523000	7,920	9,570
533110	SPECIAL EQUIPMENT-OPER SUPS	50,509	58,169	88,367	01214.533110	89,298	89,298
533120	SPECIAL EQUIP MAINT	32,754	65,411	82,900	01214.533120	83,900	83,900
544010	SPECIAL DEPARTMENT SUPPLIES	2,906	1,402	3,000	01214.544010	3,000	3,000
544110	PRINTED FORMS	(2,536)	193	0	01214.544110	0	0
555060	PROFESSIONAL SERVICES	(91)	(13)	0	01214.555060	0	0
555210	TRAINING	1,930	50	2,000	01214.555210	2,000	2,000
Supplies and Expenses 520000 - 579999		341,600	341,919	432,406		428,110	440,097

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

<u>Object</u>	<u>Description</u>	2003-04 Prior Year <u>Actual</u>	2004-05 Last Year <u>Actual</u>	2005-06 Revised <u>Budget</u>	<u>Account Number</u>	2006-07 <u>Budget</u>	2007-08 Budget <u>Plan</u>
588080	OFFICE EQUIPMENT	0	0	28,000	01214.588080	0	0
Capital Outlay		0	0	28,000		0	0
Division: R & ES(City Clerk)-Supp Svcs, 214		559,594	610,710	767,553		745,254	775,003

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

01-120-214

- 511000 Permanent Employees - Salaries and wages for permanent employees. FY2006-07 increase reflects the addition of 1.0 FTE Reprographic Specialist II position and salary step and MOU-related increases, partially offset by the deletion of 1.0 FTE Support Services Supervisor position. FY2007-08 increase reflects salary step and MOU-related 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.
- 533110 Special Equipment-Operating Supplies - Funds for paper, ink, cleaning solvents, and other supplies used in the duplicating/printing process.
- 533120 Special Equipment Maintenance - Funds for maintenance contracts for duplicating equipment.
- 544010 Special Departmental Supplies - Funds needed for uniform services.

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