

**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>2004-05 Prior Year Actual</u>	<u>2005-06 Last Year Actual</u>	<u>2006-07 Revised Budget</u>	<u>Account Number</u>	<u>2007-08 Budget</u>	<u>2008-09 Budget Plan</u>
511000	PERMANENT EMPLOYEES	480,154	482,150	607,428	01211.511000	668,566	695,125
511490	OVERTIME	1,413	838	0	01211.511490	0	0
511680	SALARY SAVINGS	0	0	(23,394)	01211.511680	(23,394)	(23,394)
511690	OUTSIDE TEMP AGENCY EMPLOYEES	0	20,996	0	01211.511690	0	0
511700	TRANS FROM OTHER FUNDS	11,893	10,522	0	01211.511700	0	0
511710	MEDICARE EMPLOYER CONTRIBUTION	7,610	6,727	8,809	01211.511710	9,695	10,080
511730	WORKERS' COMP INSURANCE	20,700	23,000	12,200	01211.511730	11,300	12,000
511740	EMPLOYEE HEALTH INSURANCE	64,803	59,489	81,802	01211.511740	88,675	97,219
511770	RETIREMENT	65,764	81,236	99,834	01211.511770	110,289	114,235
511970	OTHER FRINGE BENEFITS	5,367	6,083	9,359	01211.511970	10,222	10,780
Salaries and Wages 510000 - 511999		657,704	691,041	796,038		875,353	916,045
522210	UTILITIES - TELEPHONE	2,881	2,870	4,000	01211.522210	4,000	4,000
522310	OFFICE SUPPLIES / EXPENSE	13,716	11,634	9,450	01211.522310	10,600	15,000
522320	METERED POSTAGE	931	1,436	2,000	01211.522320	2,000	7,218
522330	INVENTORY ISSUES	0	5	500	01211.522330	500	500
522520	LEGAL ADVERTISING	102,845	119,434	123,600	01211.522520	59,897	60,000
522720	MILEAGE	38	204	200	01211.522720	200	1,000
522820	CONFERENCES/MEETINGS/TRAVEL	5,860	4,383	8,200	01211.522820	8,200	13,200
522900	MEMBERSHIPS AND DUES	792	1,212	1,200	01211.522900	1,200	1,200
522940	VEHICLES - INSURANCE	0	1,600	1,800	01211.522940	1,800	1,900
533020	INSURANCE-COMPREHENSIVE	12,300	11,300	12,200	01211.533020	10,300	10,800
533120	SPECIAL EQUIP MAINT	4,492	3,025	4,500	01211.533120	8,646	17,125
544010	SPECIAL DEPARTMENT SUPPLIES	4,658	4,033	7,000	01211.544010	7,000	4,000
544040	BOOKS / PAMPHLETS	0	0	100	01211.544040	100	100
544120	PERIODICALS	455	849	900	01211.544120	900	900
555010	CONTRACTUAL SERVICES	11,309	5,030	20,000	01211.555010	20,000	24,000
555060	PROFESSIONAL SERVICES	60,830	52,243	72,000	01211.555060	110,823	77,949
555210	TRAINING	2,981	2,883	4,400	01211.555210	4,400	4,400
566090	ENTERTAIN - PUBLIC GS	5,740	6,658	6,000	01211.566090	13,820	14,320

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<u>Object</u>	<u>Description</u>	2004-05 Prior Year <u>Actual</u>	2005-06 Last Year <u>Actual</u>	2006-07 Revised <u>Budget</u>	<u>Account Number</u>	2007-08 <u>Budget</u>	2008-09 Budget <u>Plan</u>
577140	DISABILITY ACCOMODATIONS	250	0	500	01211.577140	500	500
578790	MISCELLANEOUS LITIGATION	17,795	265,786	0	01211.578790	0	0
Supplies and Expenses 520000 - 579999		247,873	494,585	278,550		264,886	258,112
Division: R & ES(City Clerk)-Admin, 211		905,577	1,185,626	1,074,588		1,140,239	1,174,157

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

01-120-211

- 511000 Permanent Employees - Salaries and wages for permanent employees. FY2007-08 increase reflects an increase in Assistant City Clerk salary and salary step MOU-related increases. FY2008-09 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. FY2007-08 decrease reflects a change of newspapers for placement of legal notices.
- 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 (FY2007-08: \$74,950; FY 2008-09 \$72,470) and funds for implementation and maintenance of a new records management system (FY2007-08; \$35,873; FY2008-09: \$5,479) .
- 566090 Entertainment-Public Guests - Funds for annual board and commission dinner meeting. FY2007-08 increase reflects funds to produce a video of the event.
- 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>	2004-05 Prior Year <u>Actual</u>	2005-06 Last Year <u>Actual</u>	2006-07 Revised <u>Budget</u>	<u>Account Number</u>	2007-08 <u>Budget</u>	2008-09 Budget <u>Plan</u>
511490	OVERTIME	508	0	2,500	01212.511490	2,578	2,655
Salaries and Wages 510000 - 511999		508	0	2,500		2,578	2,655
522310	OFFICE SUPPLIES / EXPENSE	818	2,268	6,900	01212.522310	1,000	7,000
522320	METERED POSTAGE	2,118	989	15,000	01212.522320	1,500	20,000
522520	LEGAL ADVERTISING	2,814	0	7,735	01212.522520	0	5,000
522820	CONFERENCES/MEETINGS/TRAVEL	1,185	2,839	1,400	01212.522820	3,000	3,000
555060	PROFESSIONAL SERVICES	265,640	0	292,370	01212.555060	0	365,500
Supplies and Expenses 520000 - 579999		272,575	6,096	323,405		5,500	400,500
Division: R & ES(City Clerk)-Elections, 212		273,083	6,096	325,905		8,078	403,155

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.
- 522520 Legal Advertising - Funds for advertising required for November 4, 2008, 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>2004-05 Prior Year Actual</u>	<u>2005-06 Last Year Actual</u>	<u>2006-07 Revised Budget</u>	<u>Account Number</u>	<u>2007-08 Budget</u>	<u>2008-09 Budget Plan</u>
511000	PERMANENT EMPLOYEES	193,675	201,012	224,848	01214.511000	253,004	262,870
511490	OVERTIME	346	737	0	01214.511490	0	0
511500	TEMPORARY EMPLOYEES	14,116	18,705	0	01214.511500	0	0
511680	SALARY SAVINGS	0	0	(2,736)	01214.511680	(2,736)	(2,736)
511700	TRANS FROM OTHER FUNDS	(12,517)	(10,522)	0	01214.511700	0	0
511710	MEDICARE EMPLOYER CONTRIBUTION	1,197	1,549	3,260	01214.511710	3,669	3,812
511740	EMPLOYEE HEALTH INSURANCE	44,593	48,756	51,126	01214.511740	55,422	60,762
511770	RETIREMENT	25,265	34,972	36,932	01214.511770	41,813	43,285
511970	OTHER FRINGE BENEFITS	2,116	1,015	3,714	01214.511970	4,318	4,510
Salaries and Wages 510000 - 511999		268,791	296,224	317,144		355,490	372,503
522210	UTILITIES - TELEPHONE	0	0	518	01214.522210	518	518
522310	OFFICE SUPPLIES / EXPENSE	1,240	1,760	1,710	01214.522310	2,500	6,000
522330	INVENTORY ISSUES	7,998	5,118	5,000	01214.522330	5,000	7,000
522610	EQUIPMENT RENTAL	159,625	154,146	193,900	01214.522610	222,664	230,945
522620	RENT	34,921	34,921	35,794	01214.522620	36,796	37,716
522720	MILEAGE	30	26	200	01214.522720	200	200
522820	CONFERENCES/MEETINGS/TRAVEL	857	43	1,500	01214.522820	1,500	5,000
522910	VEHICLES - FUELS / LUBRICATION	3,448	1,706	3,350	01214.522910	1,500	1,550
522950	CNG FUEL	4	16	20	01214.522950	20	0
523000	VEHICLE MGMT FUND-MAINTENANCE	8,584	12,134	7,920	01214.523000	12,200	12,700
533110	SPECIAL EQUIPMENT-OPER SUPS	58,169	65,136	89,298	01214.533110	101,111	89,298
533120	SPECIAL EQUIP MAINT	65,411	86,317	83,900	01214.533120	83,995	88,547
544010	SPECIAL DEPARTMENT SUPPLIES	1,402	2,908	3,000	01214.544010	3,000	4,995
544110	PRINTED FORMS	193	60	0	01214.544110	0	0
555060	PROFESSIONAL SERVICES	(13)	0	0	01214.555060	0	0
555210	TRAINING	50	924	2,000	01214.555210	2,000	2,000
Supplies and Expenses 520000 - 579999		341,919	365,215	428,110		473,004	486,469
588080	OFFICE EQUIPMENT	0	0	0	01214.588080	12,755	0

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Fund: General Fund, 01

<u>Object</u>	<u>Description</u>	2004-05 Prior Year <u>Actual</u>	2005-06 Last Year <u>Actual</u>	2006-07 Revised <u>Budget</u>	<u>Account Number</u>	2007-08 <u>Budget</u>	2008-09 Budget <u>Plan</u>
Capital Outlay	588000 - 588999	0	0	0		12,755	0
Division: R & ES(City Clerk)-Supp Svcs, 214		610,710	661,439	745,254		841,249	858,972

- 511000 Permanent Employees - Salaries and wages for permanent employees. FY2007-08 increase reflects the addition of 1.0 FTE Support Services Supervisor position and salary step and MOU-related increases, partially offset by the deletion of 1.0 FTE Support Services Assistant position as well as salary step and MOU-related increases. FY2008-09 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. FY2007-08 increase reflects lease of a new color copier for the print shop.
- 522620 Rent - Funds for the rental of the print shop facility.
- 533110 Special Equipment-Operating Supplies - Funds for paper, ink, cleaning solvents, and other supplies used in the duplicating/printing process. FY2007-08 increase due to one-time purchase of a new drill machine for the print shop.
- 533120 Special Equipment Maintenance - Funds for maintenance contracts for duplicating equipment.
- 544010 Special Departmental Supplies - Funds needed for uniform services.
- 588080 Office Equipment - FY2007-08 increase due to one-time purchase of color copier for City Hall.

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