

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - CITY CLERK DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
4010 - 4023 - Salaries & Wages	236,537	233,465	(3,072)	One Time	The removal of the One-Time Payout of \$2,500 reflects the distribution that occurred across all City employees. The Assistant City Manager/City Clerk opted out of this payment, which resulted in a budget reduction. It's important to note that the 2023-24 adjusted budget does not reflect the employee's voluntary six-month salary reduction of 3%, equating to a pay cut of \$8,200. This reduction further evidenced in the actual expenditures for 2023-24 in the sheet titled 'budget expenditures'. Additionally, the employee's contract contains a re-opener clause, which means the final budget figures remain uncertain at this stage, as negotiations are ongoing.
4105 - 4184 - Benefits	83,264	50,279	(32,984)	On-Going	The Unfunded Accrued Liabilities (UAL) amount of \$28,338 and retiree medical reimbursements of \$3,700 have been transferred to non-departmental categories. There is an increase in health premiums by \$1,004. The electronic allowance of \$1,800 was removed and various difference of \$150 other benefits. It is important to note that the 2023-24 adjusted budget does not currently reflect the employee's voluntary suspension of deferred compensation pay, which amounts to \$2,300.
4210 - 4270 - Contract Services	50,120	35,125	(14,995)	One Time	The reduction in the Zoom Subscription by \$2,275 and the removal of transcription services costing \$1,020 have been noted. Additionally, if the Granicus contract is terminated, resulting in a \$1,700 decrease in funding allocation (though the new fee for the upcoming fiscal year is \$1,835), filers would need to use the FPPC website for 8200 Filers, and others would have to submit hard copies to the City Clerk's office. The campaign portal has received mixed feedback, and it's not possible to mandate online filing for Form 700. An additional reduction of \$10,000 in Election Services, which should not negatively impact unless the City Council proposes more than one ballot measure for the November 2024 Election. This budget is strictly for the County's hard costs and does not cover consulting fees for educational purposes or for drafting ballot measures, ordinances, or staff reports. It's important to note that for online campaign reporting and Form 700 online reporting, the contractor is requesting immediate payment for FY 24-25. Delay in payment may lead to automatic cancellation, requiring a return to paper submissions. City staff is in communication with the vendor to ascertain the final payment deadline before cancellation occurs. The City has received notice that the due date is June 16th and would be cancelled 60 days from that due date.
4310 - 4345 - Services and Supplies	4,660	5,540	880	On Going	This department has worked to reduce supplies. However, the budget amount has been requested to be increased due to the upcoming November 2024 Election. There will be additional supplies needed for printing of City Council Candidate Handbooks and election materials. This \$800 increase covers paper, printing, binding, etc.
4375- Equipment Rental/Maintenance	3,500	3,500	-	N/A	NO CHANGE
4510 - 4515 - Conferences and Trainings	3,850	2,225	(1,625)	One Time	The budget has been adjusted by removing the costs associated with attending one conference. The initial estimate for the registration fee in the FY23-24 budget was \$500, but the actual expense was \$600, in addition to \$1,275 for hotel, airfare, and mileage. While the Clerk typically participates in two major conferences annually, the current fiscal emergency has led to the recommendation of attending only one. The removal of one conference for the CAL Cities City Clerks could result in a shortfall in training, potentially missing updates on critical election laws, which may expose the City to litigation risks depending on the issue.
4750 - Telecommunications	2,910	2,910	-	N/A	NO CHANGE
4996 - 4997 - Allocated Insurance	41,904	42,605	701	On-Going	This is per our JPA with REMIF/CIRA - It is based on their costs to the City.
Total Expense	426,745	375,649	(51,096)		

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

SUMMARY - CITY CLERK							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
Salaries & Wages	226,113	236,537	236,537	225,800	233,465	(3,072)	-1.3%
Benefits	82,951	83,264	83,264	82,603	50,279	(32,984)	-39.6%
Contracted Services	72,918	50,120	50,120	42,500	35,125	(14,995)	-29.9%
Services & Supplies	4,612	4,660	4,660	5,000	5,540	880	18.9%
Equipment Rental/Maintenance	3,060	3,500	3,500	3,050	3,500	-	0.0%
Conference & Training Expense	387	3,850	3,850	500	2,225	(1,625)	-42.2%
Telecommunications	2,454	2,910	2,910	2,500	2,910	-	0.0%
Allocated Insurance	32,222	41,904	41,904	41,904	42,605	701	1.7%
Total Expense	424,717	426,745	426,745	403,857	375,649	(51,096)	-12.0%

Budget Expenditures							
City Clerk							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
Salaries & Wages							
4010 - Salaries - Full Time	220,814	234,037	234,037	225,800	233,465	(572)	-0.2%
4011 - Salaries - Part Time	300	-	-	-	-	-	0.0%
4023 - One Time Payment	5,000	2,500	2,500	-	-	(2,500)	-100.0%
Total Salaries & Wages	226,113	236,537	236,537	225,800	233,465	(3,072)	-1.3%
Benefits							
4105 - Medicare & Fica	3,316	3,394	3,394	3,300	3,385	(8)	-0.2%
4106 - Vehicle Allowance	-	-	-	-	-	-	0.0%
4107 - Electronic Allowance	1,800	1,800	1,800	750	-	(1,800)	-100.0%
4110 - CalPERS Employer Rate	57,990	57,568	57,568	60,900	29,230	(28,338)	-49.2%
4121 - Deferred Compensation	4,200	4,200	4,200	1,933	4,200	-	0.0%
4130 - Health Insurance	9,662	10,217	10,217	9,800	11,221	1,004	9.8%
4140 - Retiree Health Insurance OPEB	3,733	3,700	3,700	3,700	-	(3,700)	-100.0%
4150 - Dental Insurance	934	933	933	920	961	28	3.0%
4151 - Vision Insurance	101	108	108	100	101	(7)	-6.3%
4181 - Long Term Disability Insurance	785	795	795	785	795	-	0.0%
4182 - Short Term Disability Insurance	314	432	432	300	269	(163)	-37.7%
4183 - EAP (Employee Asst Prog)	34	35	35	35	35	-	0.0%
4184 - Life Insurance	81	81	81	80	81	-	0.0%
Total Benefits	82,951	83,264	83,264	82,603	50,279	(32,984)	-39.6%
Contracted Services							
4210 - Professional Contract Services	56,778	10,120	10,120	2,500	5,125	(4,995)	-49.4%
4212 - Internet & Network /Technology Maint	-	-	-	-	-	-	0.0%
4270 - Elections	16,139	40,000	40,000	40,000	30,000	(10,000)	-25.0%
Total Contracted Services	72,918	50,120	50,120	42,500	35,125	(14,995)	-29.9%
Services & Supplies							
4310 - Office Supplies	2,278	2,500	2,500	2,500	1,900	(600)	-24.0%
4330 - Misc Supplies & Services	175	500	500	-	1,280	780	156.0%
4340 - Postage & Printing	9	100	100	-	-	(100)	-100.0%
4345 - Dues & Subscriptions	2,149	1,560	1,560	2,500	2,360	800	51.3%
Total Services & Supplies	4,612	4,660	4,660	5,000	5,540	880	18.9%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,060	3,500	3,500	3,050	3,500	-	0.0%
Total Equipment Rental/Maintenance	3,060	3,500	3,500	3,050	3,500	-	0.0%
Conference & Training Expense							
4510 - Conference & Training	264	1,600	1,600	-	800	(800)	-50.0%
4515 - Meetings & Travel	123	2,250	2,250	500	1,425	(825)	-36.7%
Total Conference & Training Expense	387	3,850	3,850	500	2,225	(1,625)	-42.2%
Telecommunications							
4750 - Telecommunications	2,454	2,910	2,910	2,500	2,910	-	0.0%
Total Telecommunications	2,454	2,910	2,910	2,500	2,910	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	15,969	19,130	19,130	19,130	21,055	1,925	10.1%
4997 - Allocated Wrkrs Comp Insurance	16,253	22,774	22,774	22,774	21,550	(1,224)	-5.4%
Total Allocated Insurance	32,222	41,904	41,904	41,904	42,605	701	1.7%
Total Operation	424,717	426,745	426,745	403,857	375,649	(51,096)	-12.0%

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		44720	44	45800
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual Muni-Code Updates	5,000	1	5,000
4210 - Professional Contract Services	Annual Zoom Contract	125	1	125
4210 - Professional Contract Services	Granicus Contract	1,835	0	-
Total 4210 - Professional Contract Services		6,960	2	5,125
4270 - Elections				
4270 - Elections	1 Ballot Measure	14,500	1	14,500
4270 - Elections	2 Council Seats	15,000	1	15,000
4270 - Elections	Election Materials	500	1	500
Total 4270 - Elections		30,000	3	30,000
4310 - Office Supplies				
4310 - Office Supplies	Misc Routine Supplies (tapes/labels/folders/paper allocation)	1,900	1	1,900
Total 4310 - Office Supplies		1,900	1	1,900
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Canon Copier Lease	65	12	780
4330 - Misc Supplies & Services	Clerk/Notary Supplies	500	1	500
Total 4330 - Misc Supplies & Services		565	13	1,280
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe	300	1	300
4345 - Dues & Subscriptions	Annual Code Publishing	1,100	1	1,100
4345 - Dues & Subscriptions	CCAC (City Clerks Association of California)	125	1	125
4345 - Dues & Subscriptions	Doodle Subscription	345	1	345
4345 - Dues & Subscriptions	ICMA (International City/County Management Association)	200	1	200
4345 - Dues & Subscriptions	IIMC (Internation Institute of Municipal Clerks)	215	1	215
4345 - Dues & Subscriptions	MMANC (Municipal Management Association of Northern California)	75	1	75
Total 4345 - Dues & Subscriptions		2,360	7	2,360
4510 - Conference & Training				
4510 - Conference & Training	League of California City Annual Clerk Conference	500	1	500
4510 - Conference & Training	Other Various Webinar	300	1	300
Total 4510 - Conference & Training		800	2	800
4515 - Meetings & Travel				
4515 - Meetings & Travel	Clerks Conference (Air/Hotel)	1,275	1	1,275
4515 - Meetings & Travel	M&C Meeting Dinner (\$50 x 3)	150	1	150
Total 4515 - Meetings & Travel		1,425	2	1,425
4750 - Telecommunications				
4750 - Telecommunications	Fax Line Shared	150	1	150
4750 - Telecommunications	Land Line Phone Allocation	360	1	360
4750 - Telecommunications	Sonic Shared	200	12	2,400
Total 4750 - Telecommunications		710	14	2,910