

	A	C	D	E
1	DRAFT			
2	Department Name		Administrative Services	
3	Division		N/A	
4	Fund Name and #		General Fund 100	
5	FY23-24 Adopted Budget		1,401,180	
6				
7				
8		FY 24-25	Annual	
9	Explanation of Change	\$ Amount	\$ Amount	Impact of change
10	Contracted Services - Leadership Training	\$3,000	\$3,000	Additional expense for leadership training
11	Contracted Services - Financial Software	\$10,000	\$10,000	Previously under budgeted, new cost reflects actual expenses
12	Property Tax services - moved from non departmental	\$25,000	\$25,000	Shifted from non departmental budget to better reflect where expenses incurred
13		\$0		
14		\$0		
15		\$0		
16	Total On Going	\$38,000	\$38,000	
17				
18				
19		FY 24-25	Annual	
20	Title of Change	\$ Amount		Impact of change
21	CAP Study	-\$42,600		Full cost allocation only needed every 3 years
22	Establishment of 115 Trust	-\$15,000		115 Trust creation has been established; expense no longer needed
23	Polling and public outreach for ballot measures	-\$45,000		Reduction in a number of ballot measures (1 vs. 3)
24	City Hall Server purchase	-\$12,000		Purchased in FY23-24. Not needed for 5-7 years
25				
26				
27				
28				
29	Total One-Time	-\$114,600		
30	Total Overall Savings (On-going + One Time)	-\$76,600	\$38,000.00	
31				
32				
33				

SUMMARY - ADMINISTRATIVE SERVICES							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2024-25 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
Salaries & Wages	390,733	497,993	497,993	414,100	493,652	(4,342)	-0.9%
Benefits	227,184	252,886	252,886	211,587	202,126	(50,760)	-20.1%
Contracted Services	481,442	488,800	488,800	532,025	434,984	(53,816)	-11.0%
Services & Supplies	22,061	31,715	31,715	42,850	25,815	(5,900)	-18.6%
Equipment Rental/Maintenance	7,292	7,300	7,300	7,070	8,140	840	11.5%
Conference & Training Expense	4,042	3,250	3,250	2,415	3,050	(200)	-6.2%
Telecommunications	5,941	6,740	6,740	6,000	6,740	-	0.0%
Allocated Insurance	80,111	112,496	112,496	112,496	115,950	3,454	3.1%
Total Expense	1,218,805	1,401,180	1,401,180	1,328,543	1,290,457	(110,723)	-7.9%

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Budget Expenditures							
Administrative Services							
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	363,304	488,118	488,118	407,500	493,652	5,533	1.1%
4011 - Salaries - Part Time	7,518	-	-	-	-	-	0.0%
4012 - Overtime	305	-	-	100	-	-	0.0%
4017 - Salaries - COVID-19	6,071	-	-	-	-	-	0.0%
4023 - One Time Payment	14,750	9,875	9,875	7,500	-	(9,875)	-100.0%
4990 - Contra-Salaries/Projects	(1,215)	-	-	(1,000)	-	-	0.0%
Total Salaries & Wages	390,733	497,993	497,993	414,100	493,652	(4,342)	-0.9%
Benefits							
4104 - Accrual in Lieu	-	-	-	1,004	-	-	0.0%
4105 - Medicare & Fica	5,708	7,078	7,078	6,200	7,158	80	1.1%
4110 - CalPERS Employer Rate	123,863	106,673	106,673	100,200	52,438	(54,235)	-50.8%
4130 - Health Insurance	80,672	114,214	114,214	86,600	125,440	11,226	9.8%
4140 - Retiree Health Insurance OPEB	3,733	7,600	7,600	3,733	-	(7,600)	-100.0%
4150 - Dental Insurance	9,346	12,498	12,498	9,800	12,872	375	3.0%
4151 - Vision Insurance	994	1,375	1,375	1,100	1,363	(12)	-0.8%
4181 - Long Term Disability Insurance	1,866	2,084	2,084	1,950	1,690	(394)	-18.9%
4182 - Short Term Disability Insurance	663	901	901	750	701	(201)	-22.3%
4183 - EAP (Employee Asst Prog)	101	140	140	100	140	-	0.0%
4184 - Life Insurance	239	324	324	150	324	-	0.0%
Total Benefits	227,184	252,886	252,886	211,587	202,126	(50,760)	-20.1%
Contracted Services							
4210 - Professional Contract Services	346,643	352,900	352,900	397,800	269,884	(83,016)	-23.5%
4211 - Banking Fees	20,618	22,000	22,000	22,000	22,000	-	0.0%
4212 - Internet & Network /Technology Maint	38,914	47,400	47,400	47,400	53,100	5,700	12.0%
4220 - Audit & Accounting Services	43,079	46,000	46,000	40,000	46,000	-	0.0%
4221 - Property Tax Services	-	-	-	-	25,000	25,000	0.0%
4222 - Sales Tax Audit	3,016	5,500	5,500	3,500	4,000	(1,500)	-27.3%
4223 - UUT Audit	25,000	15,000	15,000	15,000	15,000	-	0.0%
4230 - Recruitment Services	4,172	-	-	6,325	-	-	0.0%
Total Contracted Services	481,442	488,800	488,800	532,025	434,984	(53,816)	-11.0%
Services & Supplies							
4300 - Short/Over	(19)	-	-	-	-	-	0.0%
4310 - Office Supplies	4,788	3,850	3,850	3,850	3,850	-	0.0%
4330 - Misc Supplies & Services	8,437	3,500	3,500	5,000	9,000	5,500	157.1%
4340 - Postage & Printing	2,744	6,600	6,600	6,000	6,600	-	0.0%
4345 - Dues & Subscriptions	5,386	5,765	5,765	13,000	6,365	600	10.4%
4351 - Computer Equip (under \$10 K)	725	12,000	12,000	15,000	-	(12,000)	-100.0%
Total Services & Supplies	22,061	31,715	31,715	42,850	25,815	(5,900)	-18.6%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	7,292	7,300	7,300	7,070	8,140	840	11.5%
Total Equipment Rental/Maintenance	7,292	7,300	7,300	7,070	8,140	840	11.5%
Conference & Training Expense							
4510 - Conference & Training	3,029	1,750	1,750	715	1,250	(500)	-28.6%
4515 - Meetings & Travel	1,013	1,500	1,500	1,700	1,800	300	20.0%
Total Conference & Training Expense	4,042	3,250	3,250	2,415	3,050	(200)	-6.2%
Telecommunications							
4750 - Telecommunications	5,941	6,740	6,740	6,000	6,740	-	0.0%
Total Telecommunications	5,941	6,740	6,740	6,000	6,740	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	44,988	64,030	64,030	64,030	60,265	(3,765)	-5.9%
4997 - Allocated Wrks Comp Insurance	35,123	48,466	48,466	48,466	55,685	7,219	14.9%
Total Allocated Insurance	80,111	112,496	112,496	112,496	115,950	3,454	3.1%
Total Operation	1,218,805	1,401,180	1,401,180	1,328,543	1,290,457	(110,723)	-7.9%

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		299,885	134	327,745
4210 - Professional Contract Services				
4210 - Professional Contract Services	IT Contract	64,084	1	64,084
4210 - Professional Contract Services	Human Resource Contract	85,000	1	85,000
4210 - Professional Contract Services	Labor Negotiation Contract	30,000	1	30,000
4210 - Professional Contract Services	Ballot Measure/Poll/Strategist	15,000	1	15,000
4210 - Professional Contract Services	Business License Annual Maintenance	10,000	1	10,000
4210 - Professional Contract Services	Springbrook Annual Maintenance	35,000	1	35,000
4210 - Professional Contract Services	Springbrook Budget Module Maintenance	10,000	1	10,000
4210 - Professional Contract Services	CalOPPS Recruitment Annual Contract	4,000	1	4,000
4210 - Professional Contract Services	Express Evaluation	2,500	1	2,500
4210 - Professional Contract Services	Government Job Posting Annual Contract	800	1	800
4210 - Professional Contract Services	CAP/UFS Annual Updates	10,500	1	10,500
4210 - Professional Contract Services	Leadership Training	3,000	1	3,000
Total 4210 - Professional Contract Services		269,884	12	269,884
4211 - Banking Fees				
4211 - Banking Fees	Annual Banking Fee for merchant credit cards and cash/check	22,000	1	22,000
Total 4211 - Banking Fees		22,000	1	22,000
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	Connect-wise 24/7 Monitoring Alerts	23,500	1	23,500
4212 - Internet & Network /Technology Maint	Licensing Renewal	3,500	1	3,500
4212 - Internet & Network /Technology Maint	O365 Service	12,000	1	12,000
4212 - Internet & Network /Technology Maint	Offsite Hosting Backup Support (Barracuda)	4,000	1	4,000
4212 - Internet & Network /Technology Maint	Website Plug in	6,000	1	6,000
4212 - Internet & Network /Technology Maint	Website Maintenance	3,600	1	3,600
4212 - Internet & Network /Technology Maint	Website Notification Features (Text/Email Messages)	500	1	500
Total 4212 - Internet & Network /Technology Maint		53,100	7	53,100
4220 - Audit & Accounting Services				
4220 - Audit & Accounting Services	Annual Audit	25,000	1	25,000
4220 - Audit & Accounting Services	Annual OPEB Calculations (GASB75)	5,000	1	5,000
4220 - Audit & Accounting Services	Annual Stats Section Tables	4,000	1	4,000
4220 - Audit & Accounting Services	Annual Pension Calculations (GASB-68)	5,000	1	5,000
4220 - Audit & Accounting Services	Annual Debt Calculation (GASB-96)	7,000	1	7,000
Total 4220 - Audit & Accounting Services		46,000	5	46,000
4221 - Property Tax Services				
4221 - Property Tax Services	Property Tax Services	25,000	1	25,000
Total 4221 - Property Tax Services		25,000	1	25,000
4222 - Sales Tax Audit				
4222 - Sales Tax Audit	Annual Sales Tax Audit	4,000	1	4,000
Total 4222 - Sales Tax Audit		4,000	1	4,000
4223 - UUT Audit				
4223 - UUT Audit	Annual UUT Audit	15,000	1	15,000
Total 4223 - UUT Audit		15,000	1	15,000
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies (Paper, Toners, Calendars, Banker Boxes)	2,500	1	2,500
4310 - Office Supplies	Secured Envelops	1,000	1	1,000
4310 - Office Supplies	Various Annual Tax Forms (W2 & 1099)	350	1	350
Total 4310 - Office Supplies		3,850	3	3,850
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Annual Budget Book Printing	2,000	1	2,000
4330 - Misc Supplies & Services	DocuSign Contract	3,100	1	3,100
4330 - Misc Supplies & Services	GFOA Award Submission Fees	1,000	1	1,000
4330 - Misc Supplies & Services	PO Box Renewal	500	1	500
4330 - Misc Supplies & Services	Shredding Services	2,400	1	2,400
Total 4330 - Misc Supplies & Services		9,000	5	9,000

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
4340 - Postage & Printing				
4340 - Postage & Printing	Annual BL Mailing	2,200	1	2,200
4340 - Postage & Printing	Bi-weekly AP Checks Mailing	2,200	1	2,200
4340 - Postage & Printing	Late Notices Mailing	2,200	1	2,200
Total 4340 - Postage & Printing		6,600	3	6,600
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe Annual Subscription (7)	200	7	1,400
4345 - Dues & Subscriptions	Annual DocuSign Subscription (5 seats)	650	5	3,250
4345 - Dues & Subscriptions	CalGovHR Annual Membership (1)	65	1	65
4345 - Dues & Subscriptions	COBRA Annual Subscription	850	1	850
4345 - Dues & Subscriptions	CSMFO Annual Membership (2)	150	2	300
4345 - Dues & Subscriptions	GFOA Annual Membership (1)	200	1	200
4345 - Dues & Subscriptions	MMANC Membership	100	1	100
4345 - Dues & Subscriptions	PARM Membership	300	1	300
Total 4345 - Dues & Subscriptions		2,515	19	6,465
4351 - Computer Equip (under \$10 K)				
4351 - Computer Equip (under \$10 K)	DC1/DC1/DC4 (Fire)	6,000	3	18,000
Total 4351 - Computer Equip (under \$10 K)		6,000	3	18,000
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Insert Machine Lease	400	4	1,600
4375 - Equipment Rental/Expenses	Postage Machine Lease	600	4	2,400
4375 - Equipment Rental/Expenses	Copier Lease Shared	265	12	3,180
4375 - Equipment Rental/Expenses	Printer Lease	960	1	960
Total 4375 - Equipment Rental/Expenses		2,225	21	8,140
4510 - Conference & Training				
4510 - Conference & Training	CSMFO Conference	750	1	750
4510 - Conference & Training	Various online/webinar training + chapter meetings	500	1	500
Total 4510 - Conference & Training		1,250	2	1,250
4515 - Meetings & Travel				
4515 - Meetings & Travel	Airfare	250	1	250
4515 - Meetings & Travel	CSMFO Hotel	1,300	1	1,300
4515 - Meetings & Travel	Meals	100	1	100
4515 - Meetings & Travel	Mileage Reimbursement	150	1	150
Total 4515 - Meetings & Travel		1,800	4	1,800
4750 - Telecommunications				
4750 - Telecommunications	Annual Cell Phone Service	60	12	720
4750 - Telecommunications	Annual Desk Phone Contract	265	12	3,180
4750 - Telecommunications	eFax Secured Fax Line Service for HR Confidential Matters	20	12	240
4750 - Telecommunications	Sonic Internet (Shared Allocation)	200	12	2,400
4750 - Telecommunications	Zoom Conference Service	200	1	200
Total 4750 - Telecommunications		745	49	6,740