

SUMMARY - ADMINISTRATIVE SERVICES							
EXPENSE	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year- End	2025-26 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
Salaries & Wages	425,664	493,652	503,997	410,551	529,293	25,296	5.0%
Benefits	216,104	313,692	314,189	262,157	350,143	35,954	11.4%
Contracted Services	503,457	418,884	418,884	542,070	367,834	(51,050)	-12.2%
Technology Maintenance		60,100	60,100	60,100	61,150	1,050	1.7%
Services & Supplies	36,246	22,715	22,715	20,370	23,565	850	3.7%
Equipment Rental/Maintenance	7,763	8,140	8,140	8,140	7,420	(720)	-8.8%
Conference & Training Expense	2,385	5,450	5,450	4,750	3,150	(2,300)	-42.2%
Telecommunications	5,573	6,740	6,740	6,740	6,140	(600)	-8.9%
Allocated Insurance	117,250	107,550	107,550	112,496	132,440	24,890	23.1%
<b>Total Expense</b>	<b>1,314,441</b>	<b>1,436,923</b>	<b>1,447,765</b>	<b>1,427,374</b>	<b>1,481,135</b>	<b>33,370</b>	<b>2.3%</b>

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Administrative Services							
Budget Expenditures							
Account Number	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Estimated Year-End	2025-26 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adjusted Budget	% Change Proposed vs. Adjusted Budget
<b>Salaries &amp; Wages</b>							
4010 - Salaries - Full Time	407,644	493,652	498,497	407,051	514,793	16,296	3.3%
4011 - Salaries - Part Time	11,656	-	2,500	2,500	15,000	12,500	500.0%
4012 - Overtime	124	-	-	-	-	-	0.0%
4017 - Salaries - COVID-19	7,375	-	-	-	-	-	0.0%
4023 - One Time Payment	-	-	3,000	1,000	-	(3,000)	-100.0%
4990 - Contra-Salaries/Projects	(1,135)	-	-	-	(500)	(500)	0.0%
<b>Total Salaries &amp; Wages</b>	<b>425,664</b>	<b>493,652</b>	<b>503,997</b>	<b>410,551</b>	<b>529,293</b>	<b>25,296</b>	<b>5.0%</b>
<b>Benefits</b>							
4104 - Accrual in Lieu	1,004	-	-	1,300	-	-	0.0%
4105 - Medicare & Fica	6,223	7,158	7,158	6,820	7,464	306	4.3%
4110 - CalPERS Employer Rate	101,151	52,438	52,935	41,800	54,708	1,773	3.3%
4111 - CalPERS UAL Cost	-	103,756	103,756	103,935	120,985	17,229	16.6%
4130 - Health Insurance	90,247	125,440	125,440	91,900	141,146	15,706	12.5%
4140 - Retiree Health Insurance OPEB	3,733	7,600	7,600	3,740	7,600	-	0.0%
4150 - Dental Insurance	10,366	12,872	12,872	9,400	13,773	901	7.0%
4151 - Vision Insurance	1,080	1,363	1,363	995	1,363	-	0.0%
4181 - Long Term Disability Insurance	1,383	1,690	1,690	1,377	1,690	-	0.0%
4182 - Short Term Disability Insurance	556	911	911	535	950	39	4.3%
4183 - EAP (Employee Asst Prog)	108	140	140	115	140	(0)	0.0%
4184 - Life Insurance	253	324	324	240	324	-	0.0%
<b>Total Benefits</b>	<b>216,104</b>	<b>313,692</b>	<b>314,189</b>	<b>262,157</b>	<b>350,143</b>	<b>35,954</b>	<b>11.4%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	381,392	306,884	306,884	410,370	253,834	(53,050)	-17.3%
4211 - Banking Fees	23,095	22,000	22,000	24,000	24,000	2,000	9.1%
4212 - Internet & Network /Technology Maint	43,396	60,100	60,100	60,100	61,150	1,050	1.7%
4220 - Audit & Accounting Services	29,765	46,000	46,000	60,700	43,000	(3,000)	-6.5%
4221 - Property Tax Services	-	25,000	25,000	25,000	25,000	-	0.0%
4222 - Sales Tax Audit	4,215	4,000	4,000	7,000	7,000	3,000	75.0%
4223 - UUT Audit	15,000	15,000	15,000	15,000	15,000	-	0.0%
4230 - Recruitment Services	6,594	-	-	-	-	-	0.0%
<b>Total Contracted Services</b>	<b>503,457</b>	<b>478,984</b>	<b>478,984</b>	<b>602,170</b>	<b>428,984</b>	<b>(50,000)</b>	<b>-10.4%</b>
<b>Services &amp; Supplies</b>							
4300 - Short/Over	150	-	-	-	-	-	0.0%
4310 - Office Supplies	3,284	3,850	3,850	3,850	3,850	-	0.0%
4330 - Misc Supplies & Services	6,029	5,900	5,900	5,900	5,900	-	0.0%
4340 - Postage & Printing	2,802	6,600	6,600	3,500	6,600	-	0.0%
4345 - Dues & Subscriptions	12,444	6,365	6,365	7,120	7,215	850	13.4%
4351 - Computer Equip (under \$10 K)	11,536	-	-	-	-	-	0.0%
<b>Total Services &amp; Supplies</b>	<b>36,246</b>	<b>22,715</b>	<b>22,715</b>	<b>20,370</b>	<b>23,565</b>	<b>850</b>	<b>3.7%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	7,763	8,140	8,140	8,140	7,420	(720)	-8.8%
<b>Total Equipment Rental/Maintenance</b>	<b>7,763</b>	<b>8,140</b>	<b>8,140</b>	<b>8,140</b>	<b>7,420</b>	<b>(720)</b>	<b>-8.8%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	715	3,650	3,650	3,200	1,250	(2,400)	-65.8%
4515 - Meetings & Travel	1,670	1,800	1,800	1,550	1,900	100	5.6%
<b>Total Conference &amp; Training Expense</b>	<b>2,385</b>	<b>5,450</b>	<b>5,450</b>	<b>4,750</b>	<b>3,150</b>	<b>(2,300)</b>	<b>-42.2%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	5,573	6,740	6,740	6,740	6,140	(600)	-8.9%
<b>Total Telecommunications</b>	<b>5,573</b>	<b>6,740</b>	<b>6,740</b>	<b>6,740</b>	<b>6,140</b>	<b>(600)</b>	<b>-8.9%</b>
<b>Allocated Insurance</b>							
4996 - Allocated Liability Insurance	64,032	60,265	60,265	64,030	77,575	17,310	28.7%
4997 - Allocated Wrkrs Comp Insurance	53,218	47,285	47,285	48,466	54,865	7,580	16.0%
<b>Total Allocated Insurance</b>	<b>117,250</b>	<b>107,550</b>	<b>107,550</b>	<b>112,496</b>	<b>132,440</b>	<b>24,890</b>	<b>23.1%</b>
<b>Total Operation</b>	<b>1,314,441</b>	<b>1,436,923</b>	<b>1,447,765</b>	<b>1,427,374</b>	<b>1,481,135</b>	<b>33,370</b>	<b>2.3%</b>

<b>Administrative Services</b>				
<b>Object Details</b>				
<b>Object - Category</b>	<b>Line Item Description</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Quantity</b>	<b>Worksheet Total</b>
<b>Grand Total</b>		<b>467,979</b>	<b>160</b>	<b>494,259</b>
<b>4210 - Professional Contract Services</b>				
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	Business License Annual Maintenance	10,000	1	10,000
4210 - Professional Contract Services	Cost Allocation Plan Annual Refresh	6,000	1	6,000
4210 - Professional Contract Services	User Fee Schedule Annual Update	6,300	1	6,300
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	CalOPPS Recruitment Annual Contract	4,100	1	4,100
4210 - Professional Contract Services	Express Evaluation	2,500	1	2,500
4210 - Professional Contract Services	Government Job Posting Annual Contract	850	1	850
4210 - Professional Contract Services	Compensation Study	-	1	-
4210 - Professional Contract Services	Staffing Assessment Refresh	-	1	-
4210 - Professional Contract Services	Ballot Measure/Poll/Strategist	-	1	-
<b>Total 4210 - Professional Contract Services</b>		<b>253,834</b>	<b>14</b>	<b>253,834</b>
<b>4211 - Banking Fees</b>				
4211 - Banking Fees	Annual Banking Fee for merchant credit cards and cash/check	24,000	1	24,000
<b>Total 4211 - Banking Fees</b>		<b>24,000</b>	<b>1</b>	<b>24,000</b>
<b>4212 - Internet &amp; Network /Technology Maint</b>				
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 Hosting & Maintenance	250	12	3,000
4212 - Internet & Network /Technology Maint	Website AI Search/Chat	800	12	9,600
4212 - Internet & Network /Technology Maint	Website Notification Features (Text/Email Messages)	500	1	500
4212 - Internet & Network /Technology Maint	Domain Renewal	50	1	50
4212 - Internet & Network /Technology Maint	Website Accessibility (ADA)	5,000	1	5,000
<b>Total 4212 - Internet &amp; Network /Technology Maint</b>		<b>49,600</b>	<b>31</b>	<b>61,150</b>
<b>4220 - Audit &amp; Accounting Services</b>				
4220 - Audit & Accounting Services	Annual Audit	29,000	1	29,000
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)	-	1	-
<b>Total 4220 - Audit &amp; Accounting Services</b>		<b>43,000</b>	<b>5</b>	<b>43,000</b>
<b>4221 - Property Tax Services</b>				
4221 - Property Tax Services	Property Tax Services	25,000	1	25,000
<b>Total 4221 - Property Tax Services</b>		<b>25,000</b>	<b>1</b>	<b>25,000</b>
<b>4222 - Sales Tax Audit</b>				
4222 - Sales Tax Audit	Annual Sales Tax Audit	7,000	1	7,000
<b>Total 4222 - Sales Tax Audit</b>		<b>7,000</b>	<b>1</b>	<b>7,000</b>
<b>4223 - UUT Audit</b>				
4223 - UUT Audit	Annual UUT Audit	15,000	1	15,000
<b>Total 4223 - UUT Audit</b>		<b>15,000</b>	<b>1</b>	<b>15,000</b>
<b>4310 - Office Supplies</b>				
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
<b>Total 4310 - Office Supplies</b>		<b>3,850</b>	<b>3</b>	<b>3,850</b>

<b>Administrative Services</b>				
<b>Object Details</b>				
<b>Object - Category</b>	<b>Line Item Description</b>	<b>Worksheet Unit Price</b>	<b>Worksheet Quantity</b>	<b>Worksheet Total</b>
<b>4330 - Misc Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	Annual Budget Book Printing	2,000	1	2,000
4330 - Misc Supplies & Services	GFOA Awards 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
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>5,900</b>	<b>4</b>	<b>5,900</b>
<b>4340 - Postage &amp; Printing</b>				
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
<b>Total 4340 - Postage &amp; Printing</b>		<b>6,600</b>	<b>3</b>	<b>6,600</b>
<b>4345 - Dues &amp; Subscriptions</b>				
4345 - Dues & Subscriptions	Adobe Annual Subscription (5)	300	5	1,500
4345 - Dues & Subscriptions	Annual DocuSign Subscription (5 seats)	670	5	3,350
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
4345 - Dues & Subscriptions	Amazon Prime	550	1	550
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>3,185</b>	<b>18</b>	<b>7,215</b>
<b>4351 - Computer Equip (under \$10 K)</b>				
4351 - Computer Equip (under \$10 K)	DC1/DC1/DC4	-	0	-
<b>Total 4351 - Computer Equip (under \$10 K)</b>		<b>-</b>	<b>0</b>	<b>-</b>
<b>4375 - Equipment Rental/Expenses</b>				
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	205	12	2,460
4375 - Equipment Rental/Expenses	Printer Lease	960	1	960
<b>Total 4375 - Equipment Rental/Expenses</b>		<b>2,165</b>	<b>21</b>	<b>7,420</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	CSMFO Conference	750	1	750
4510 - Conference & Training	Various online/webinar training + chapter meetings	500	1	500
4510 - Conference & Training	CIRA Certificate Training (Risk Management)	-	1	-
<b>Total 4510 - Conference &amp; Training</b>		<b>1,250</b>	<b>3</b>	<b>1,250</b>
<b>4515 - Meetings &amp; Travel</b>				
4515 - Meetings & Travel	Airfare	350	1	350
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
<b>Total 4515 - Meetings &amp; Travel</b>		<b>1,900</b>	<b>4</b>	<b>1,900</b>
<b>4750 - Telecommunications</b>				
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)	150	12	1,800
4750 - Telecommunications	Zoom Conference Service	200	1	200
<b>Total 4750 - Telecommunications</b>		<b>695</b>	<b>49</b>	<b>6,140</b>