

SUMMARY - ASSISTANT CITY MANAGER   CITY CLERK							
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	225,784	233,465	274,465	272,000	274,250	(215)	-0.1%
Benefits	83,317	102,891	108,591	108,116	124,726	16,135	14.9%
Contracted Services	3,191	36,960	36,960	36,960	5,125	(31,835)	-86.1%
Services & Supplies	4,171	5,540	5,540	6,824	5,690	150	2.7%
Equipment Rental/Maintenance	3,162	3,500	3,500	2,046	3,480	(20)	-0.6%
Conference & Training Expense	308	2,225	2,225	2,225	6,860	4,635	208.3%
Telecommunications	2,332	2,910	2,910	2,500	2,190	(720)	-24.7%
Allocated Insurance	44,139	43,280	43,280	43,280	55,810	12,530	29.0%
<b>Total Expense</b>	<b>366,404</b>	<b>430,771</b>	<b>477,471</b>	<b>473,951</b>	<b>478,131</b>	<b>660</b>	<b>0.1%</b>

Assistant City Manager   City Clerk							
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	225,784	233,465	274,465	272,000	274,250	(215)	-0.1%
4011 - Salaries - Part Time	-	-	-	-	-	-	0.0%
4023 - One Time Payment	-	-	-	-	-	-	0.0%
<b>Total Salaries &amp; Wages</b>	<b>225,784</b>	<b>233,465</b>	<b>274,465</b>	<b>272,000</b>	<b>274,250</b>	<b>(215)</b>	<b>-0.1%</b>
<b>Benefits</b>							
4105 - Medicare & Fica	3,296	3,385	3,385	3,945	3,977	592	17.5%
4106 - Vehicle Allowance	-	-	-	-	-	-	0.0%
4107 - Electronic Allowance	750	-	-	-	-	-	0.0%
4110 - CalPERS Employer Rate	60,907	29,230	34,930	34,500	34,501	(429)	-1.2%
4111 - CalPERS UAL Cost	-	48,750	48,750	48,750	63,525	14,775	30.3%
4121 - Deferred Compensation	2,104	4,200	4,200	4,200	4,200	-	0.0%
4130 - Health Insurance	10,250	11,221	11,221	10,800	12,291	1,070	9.5%
4140 - Retiree Health Insurance OPEB	3,733	3,700	3,700	3,700	3,700	-	0.0%
4150 - Dental Insurance	962	961	961	925	1,009	48	5.0%
4151 - Vision Insurance	101	101	101	96	106	5	4.8%
4181 - Long Term Disability Insurance	785	795	795	785	795	(0)	0.0%
4182 - Short Term Disability Insurance	313	431	431	300	506	75	17.4%
4183 - EAP (Employee Asst Prog)	34	35	35	35	35	(0)	-0.1%
4184 - Life Insurance	81	81	81	80	81	-	0.0%
<b>Total Benefits</b>	<b>83,317</b>	<b>102,891</b>	<b>108,591</b>	<b>108,116</b>	<b>124,726</b>	<b>16,135</b>	<b>14.9%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	2,576	6,960	6,960	6,960	5,125	(1,835)	-26.4%
4212 - Internet & Network /Technology Maint	-	-	-	-	-	-	0.0%
4270 - Elections	615	30,000	30,000	30,000	-	(30,000)	-100.0%
<b>Total Contracted Services</b>	<b>3,191</b>	<b>36,960</b>	<b>36,960</b>	<b>36,960</b>	<b>5,125</b>	<b>(31,835)</b>	<b>-86.1%</b>
<b>Services &amp; Supplies</b>							
4310 - Office Supplies	1,623	1,900	1,900	1,900	1,480	(420)	-22.1%
4330 - Misc Supplies & Services	66	1,280	1,280	1,654	500	(780)	-60.9%
4340 - Postage & Printing	-	-	-	50	50	50	0.0%
4345 - Dues & Subscriptions	2,482	2,360	2,360	3,220	3,660	1,300	55.1%
<b>Total Services &amp; Supplies</b>	<b>4,171</b>	<b>5,540</b>	<b>5,540</b>	<b>6,824</b>	<b>5,690</b>	<b>150</b>	<b>2.7%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	3,162	3,500	3,500	2,046	3,480	(20)	-0.6%
<b>Total Equipment Rental/Maintenance</b>	<b>3,162</b>	<b>3,500</b>	<b>3,500</b>	<b>2,046</b>	<b>3,480</b>	<b>(20)</b>	<b>-0.6%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	-	800	800	800	2,100	1,300	162.5%
4515 - Meetings & Travel	308	1,425	1,425	1,425	4,760	3,335	234.0%
<b>Total Conference &amp; Training Expense</b>	<b>308</b>	<b>2,225</b>	<b>2,225</b>	<b>2,225</b>	<b>6,860</b>	<b>4,635</b>	<b>208.3%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	2,332	2,910	2,910	2,500	2,190	(720)	-24.7%
<b>Total Telecommunications</b>	<b>2,332</b>	<b>2,910</b>	<b>2,910</b>	<b>2,500</b>	<b>2,190</b>	<b>(720)</b>	<b>-24.7%</b>
<b>Allocated Insurance</b>							
4996 - Allocated Liability Insurance	19,131	21,055	21,055	21,055	27,045	5,990	28.4%
4997 - Allocated Wrks Comp Insurance	25,008	22,225	22,225	22,225	28,765	6,540	29.4%
<b>Total Allocated Insurance</b>	<b>44,139</b>	<b>43,280</b>	<b>43,280</b>	<b>43,280</b>	<b>55,810</b>	<b>12,530</b>	<b>29.0%</b>
<b>Total Operation</b>	<b>366,404</b>	<b>430,771</b>	<b>477,471</b>	<b>473,951</b>	<b>478,131</b>	<b>660</b>	<b>0.1%</b>

Assistant City Manager   City Clerk				
Object Details				
Object - Category	Line Item Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>18,370</b>	<b>64</b>	<b>23,295</b>
<b>4210 - Professional Contract Services</b>				
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	-
<b>Total 4210 - Professional Contract Services</b>		<b>5,125</b>	<b>3</b>	<b>5,125</b>
<b>4270 - Elections</b>				
4270 - Elections	1 Ballot Measure	-	0	-
4270 - Elections	2 Council Seats	-	0	-
4270 - Elections	Election Materials	-	0	-
<b>Total 4270 - Elections</b>		<b>-</b>	<b>0</b>	<b>-</b>
<b>4310 - Office Supplies</b>				
4310 - Office Supplies	Shared Paper Cost Allocation	480	1	480
4310 - Office Supplies	Misc Routine Supplies (tapes/labels/folders/paper allocation)	1,000	1	1,000
<b>Total 4310 - Office Supplies</b>		<b>1,480</b>	<b>2</b>	<b>1,480</b>
<b>4330 - Misc Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	Canon Copier Lease	-	0	-
4330 - Misc Supplies & Services	Clerk/Notary Supplies	500	1	500
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>500</b>	<b>1</b>	<b>500</b>
<b>4345 - Dues &amp; Subscriptions</b>				
4345 - Dues & Subscriptions	IIMC (International Institute of Municipal Clerks)	215	1	215
4345 - Dues & Subscriptions	ICMA (International City/County Management Association)	240	1	240
4345 - Dues & Subscriptions	MMANC (Municipal Management Association of Northern California)	-	0	-
4345 - Dues & Subscriptions	CCAC (City Clerks Association of California)	250	1	250
4345 - Dues & Subscriptions	Society of HR Management	200	1	200
4345 - Dues & Subscriptions	CalPERLA	400	1	400
4345 - Dues & Subscriptions	Annual Code Publishing	1,835	1	1,835
4345 - Dues & Subscriptions	Doodle Subscription	85	1	85
4345 - Dues & Subscriptions	Adobe	300	1	300
4345 - Dues & Subscriptions	Zoom Account	135	1	135
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>3,660</b>	<b>9</b>	<b>3,660</b>
<b>4375-Equipment Rental/Maintenance</b>				
4375 - Equipment Rental/Maintenance	Canon Desktop Printer Lease	85	12	1,020
4375 - Equipment Rental/Maintenance	Canon Shared Copier Lease Cost	205	12	2,460
<b>Total 4375-Equipment Rental/Maintenance</b>		<b>290</b>	<b>24</b>	<b>3,480</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	City Clerk Annual Conference (League of California)	600	1	600
4510 - Conference & Training	City Clerk Annual Conference (League of California-New Law)	600	1	600
4510 - Conference & Training	City Clerk Annual Conference (City Clerk Association)	600	1	600
4510 - Conference & Training	Other Various Webinar	300	1	300
<b>Total 4510 - Conference &amp; Training</b>		<b>2,100</b>	<b>4</b>	<b>2,100</b>
<b>4515 - Meetings &amp; Travel</b>				
4515 - Meetings & Travel	City Clerk Annual Conference (League of California) Air/Hotel/Transportation	1,500	1	1,500
4515 - Meetings & Travel	City Clerk Annual Conference (League of California-New Law) Air/Hotel/Transportation	1,500	1	1,500
4515 - Meetings & Travel	City Clerk Annual Conference (City Clerk Association) Air/Hotel/Transportation	1,500	1	1,500
4515 - Meetings & Travel	M&C Meeting Dinner (\$65 x 4)	65	4	260
<b>Total 4515 - Meetings &amp; Travel</b>		<b>4,565</b>	<b>7</b>	<b>4,760</b>
<b>4750 - Telecommunications</b>				
4750 - Telecommunications	Sonic Shared	140	12	1,680
4750 - Telecommunications	Land Line Phone Allocation	360	1	360
4750 - Telecommunications	Fax Line Shared	150	1	150
<b>Total 4750 - Telecommunications</b>		<b>650</b>	<b>14</b>	<b>2,190</b>