

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	527,381	23,384	4.6%
Benefits	216,104	313,692	314,189	262,157	346,857	32,668	10.4%
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%
Total Expense	1,314,441	1,436,923	1,447,765	1,427,374	1,475,937	28,172	1.9%

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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
Salaries & Wages							
4010 - Salaries - Full Time	407,644	493,652	498,497	407,051	512,881	14,384	2.9%
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%
Total Salaries & Wages	425,664	493,652	503,997	410,551	527,381	23,384	4.6%
Benefits							
4104 - Accrual in Lieu	1,004	-	-	1,300	-	-	0.0%
4105 - Medicare & Fica	6,223	7,158	7,158	6,820	7,437	279	3.9%
4110 - CalPERS Employer Rate	101,151	52,438	52,935	41,800	54,677	1,742	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	137,398	11,958	9.5%
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	14,160	1,288	10.0%
4151 - Vision Insurance	1,080	1,363	1,363	995	1,499	136	10.0%
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	947	36	4.0%
4183 - EAP (Employee Asst Prog)	108	140	140	115	140	(0)	0.0%
4184 - Life Insurance	253	324	324	240	324	-	0.0%
Total Benefits	216,104	313,692	314,189	262,157	346,857	32,668	10.4%
Contracted Services							
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	49,600	49,600	60,100	61,150	11,550	23.3%
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%
Total Contracted Services	503,457	468,484	468,484	602,170	428,984	(39,500)	-8.4%
Services & Supplies							
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%
Total Services & Supplies	36,246	22,715	22,715	20,370	23,565	850	3.7%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	7,763	8,140	8,140	8,140	7,420	(720)	-8.8%
Total Equipment Rental/Maintenance	7,763	8,140	8,140	8,140	7,420	(720)	-8.8%
Conference & Training Expense							
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%
Total Conference & Training Expense	2,385	5,450	5,450	4,750	3,150	(2,300)	-42.2%
Telecommunications							
4750 - Telecommunications	5,573	6,740	6,740	6,740	6,140	(600)	-8.9%
Total Telecommunications	5,573	6,740	6,740	6,740	6,140	(600)	-8.9%
Allocated Insurance							
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%
Total Allocated Insurance	117,250	107,550	107,550	112,496	132,440	24,890	23.1%
Total Operation	1,314,441	1,426,423	1,437,265	1,427,374	1,475,937	38,672	2.7%

Administrative Services				
Object Details				
Object - Category	Line Item Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		467,979	160	494,259
4210 - Professional Contract Services				
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	-
Total 4210 - Professional Contract Services		253,834	14	253,834
4211 - Banking Fees				
4211 - Banking Fees	Annual Banking Fee for merchant credit cards and cash/check	24,000	1	24,000
Total 4211 - Banking Fees		24,000	1	24,000
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 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
Total 4212 - Internet & Network /Technology Maint		49,600	31	61,150
4220 - Audit & Accounting Services				
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	-
Total 4220 - Audit & Accounting Services		43,000	5	43,000
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	7,000	1	7,000
Total 4222 - Sales Tax Audit		7,000	1	7,000
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

Administrative Services				
Object Details				
Object - Category	Line Item Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
4330 - Misc Supplies & Services				
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
Total 4330 - Misc Supplies & Services		5,900	4	5,900
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 (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
Total 4345 - Dues & Subscriptions		3,185	18	7,215
4351 - Computer Equip (under \$10 K)				
4351 - Computer Equip (under \$10 K)	DC1/DC1/DC4	-	0	-
Total 4351 - Computer Equip (under \$10 K)		-	0	-
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	205	12	2,460
4375 - Equipment Rental/Expenses	Printer Lease	960	1	960
Total 4375 - Equipment Rental/Expenses		2,165	21	7,420
4510 - Conference & Training				
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	-
Total 4510 - Conference & Training		1,250	3	1,250
4515 - Meetings & Travel				
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
Total 4515 - Meetings & Travel		1,900	4	1,900
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)	150	12	1,800
4750 - Telecommunications	Zoom Conference Service	200	1	200
Total 4750 - Telecommunications		695	49	6,140