

	A	B	C	E	G
1	DRAFT				
2	Department Name			City Clerk	
3	Division			N/A	
4	Fund Name and #			100	
5	FY23-24 Adopted Budget			426,745	
6					
7	On-going				
8			FY 24-25	Annual	
9	Explanation of Change	% of Annual Amount	\$ Amount	\$ Amount	Impact of change
10	Salaries & Wages: Removal of Electronics Allowance Removal of One time Payment	100%	-\$3,072.00	-\$3,072.00	No impact other than loss of revenue for employee
11	Benefits	100%	\$11,601.00	\$11,601.00	Increase in Pension (PERS) costs; medical and other miscellaneous benefit increases; This is consistent across all departments.
12	Professional Contract Services: Removal of online access to *Form 700 Statement of Economic Interests and City Council and Council Candidate Campaign Portal" (Granicus)	100%	-\$3,110.00	-\$3,110.00	Filers would be required to file through the FPPC website (8200 Filers); and other filers would be required to file hard copy to City Clerk's office) - There has been mixed reactions to the use of the campaign portal and you cannot make someone file Form 700 on line only). As this is one contract, the City would need to retain both electronic reporting for Form 700 and Campaign filing. City staff is working to obtain quotes as individual programs if the Council wants to retain one or the other program.
13	Office Supplies - Reduction of Ink/Toner, Increase in Dues and Subscriptions	100%	\$880.00	\$880.00	Minimal Impact Unless large supply purchase needed ; November 2024 elections may have an impact on office supplies; printing; binders; etc but staff will encourage electronic format for documents that can be accessed electronically.
14	Allocated Insurance	100%	\$701.00	\$701.00	This is consistent across all departments.
15			\$0.00		
16			\$0.00		
17			\$0.00		
18			\$0.00		
19			\$0.00		
20	<b>Total On Going</b>		<b>\$7,000.00</b>	<b>\$7,000.00</b>	
21					
22	One Time				
23			FY 24-25	Annual	
24	Title of Change		\$ Amount		Impact of change
25	Professional contract services: Reduction in Use of Code Publishing for Updates to City Municipal Code/No major Revisions per staff anticipated		-\$1,885.00		City uses Code Publishing to Update the City Municipal Code when there are Code changes. At this time there is no negative impact unless the city has unexpected Municipal Code Changes; if there are unexpected increases to code changes; this cost will need to be reassessed for increases
26	Elections Costs for November 2024 Election		-\$10,000.00		No negative impact unless City Council places more than one ballot measure on the November 2024 Election; this is for hard Costs to the County only; and is not for any consulting costs for education/writing of ballot measure/ordinance/staff reports, etc.
27	Reduction in Attendance at New laws and Election Conference as well as Annual City Clerk Conference		-\$800.00		Impact could lead to lack of training; missing of critical election laws; which could impact City in a potential litigation issue depending on the issue.
28	Reduction in attendance to Meetings and Reduction in Travel expenses associated with meetings and conferences		-\$825.00		Impact could lead to lack of training; missing of critical election laws; which could impact City in a potential litigation issue depending on the issue.
29					
30					
31					
32					
33					
34	<b>Total One-Time</b>		<b>-\$13,510.00</b>		
35	<b>Total Overall Savings (On-going + One Time)</b>		<b>-\$6,510.00</b>	<b>\$7,000.00</b>	
36					
37					
38					

## SUMMARY - CITY CLERK

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	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%
<b>Total Expense</b>	<b>424,717</b>	<b>426,745</b>	<b>426,745</b>	<b>403,857</b>	<b>375,649</b>	<b>(51,096)</b>	<b>-12.0%</b>

DRAFT

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
<b>Salaries &amp; Wages</b>							
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%
<b>Total Salaries &amp; Wages</b>	<b>226,113</b>	<b>236,537</b>	<b>236,537</b>	<b>225,800</b>	<b>233,465</b>	<b>(3,072)</b>	<b>-1.3%</b>
<b>Benefits</b>							
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%
<b>Total Benefits</b>	<b>82,951</b>	<b>83,264</b>	<b>83,264</b>	<b>82,603</b>	<b>50,279</b>	<b>(32,984)</b>	<b>-39.6%</b>
<b>Contracted Services</b>							
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%
<b>Total Contracted Services</b>	<b>72,918</b>	<b>50,120</b>	<b>50,120</b>	<b>42,500</b>	<b>35,125</b>	<b>(14,995)</b>	<b>-29.9%</b>
<b>Services &amp; Supplies</b>							
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%
<b>Total Services &amp; Supplies</b>	<b>4,612</b>	<b>4,660</b>	<b>4,660</b>	<b>5,000</b>	<b>5,540</b>	<b>880</b>	<b>18.9%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	3,060	3,500	3,500	3,050	3,500	-	0.0%
<b>Total Equipment Rental/Maintenance</b>	<b>3,060</b>	<b>3,500</b>	<b>3,500</b>	<b>3,050</b>	<b>3,500</b>	<b>-</b>	<b>0.0%</b>
<b>Conference &amp; Training Expense</b>							
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%
<b>Total Conference &amp; Training Expense</b>	<b>387</b>	<b>3,850</b>	<b>3,850</b>	<b>500</b>	<b>2,225</b>	<b>(1,625)</b>	<b>-42.2%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	2,454	2,910	2,910	2,500	2,910	-	0.0%
<b>Total Telecommunications</b>	<b>2,454</b>	<b>2,910</b>	<b>2,910</b>	<b>2,500</b>	<b>2,910</b>	<b>-</b>	<b>0.0%</b>
<b>Allocated Insurance</b>							
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%
<b>Total Allocated Insurance</b>	<b>32,222</b>	<b>41,904</b>	<b>41,904</b>	<b>41,904</b>	<b>42,605</b>	<b>701</b>	<b>1.7%</b>
<b>Total Operation</b>	<b>424,717</b>	<b>426,745</b>	<b>426,745</b>	<b>403,857</b>	<b>375,649</b>	<b>(51,096)</b>	<b>-12.0%</b>

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>44720</b>	<b>44</b>	<b>45800</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	1,835	0	-
<b>Total 4210 - Professional Contract Services</b>		<b>6,960</b>	<b>2</b>	<b>5,125</b>
<b>4270 - Elections</b>				
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
<b>Total 4270 - Elections</b>		<b>30,000</b>	<b>3</b>	<b>30,000</b>
<b>4310 - Office Supplies</b>				
4310 - Office Supplies	Misc Routine Supplies (tapes/labels/folders/paper allocation)	1,900	1	1,900
<b>Total 4310 - Office Supplies</b>		<b>1,900</b>	<b>1</b>	<b>1,900</b>
<b>4330 - Misc Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	Canon Copier Lease	65	12	780
4330 - Misc Supplies & Services	Clerk/Notary Supplies	500	1	500
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>565</b>	<b>13</b>	<b>1,280</b>
<b>4345 - Dues &amp; Subscriptions</b>				
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
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>2,360</b>	<b>7</b>	<b>2,360</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	League of California City Annual Clerk Conference	500	1	500
4510 - Conference & Training	Other Various Webinar	300	1	300
<b>Total 4510 - Conference &amp; Training</b>		<b>800</b>	<b>2</b>	<b>800</b>
<b>4515 - Meetings &amp; Travel</b>				
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
<b>Total 4515 - Meetings &amp; Travel</b>		<b>1,425</b>	<b>2</b>	<b>1,425</b>
<b>4750 - Telecommunications</b>				
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
<b>Total 4750 - Telecommunications</b>		<b>710</b>	<b>14</b>	<b>2,910</b>