

SUMMARY - ASSISTANT CITY MANAGER CITY CLERK							
EXPENSE	2024-25 Actual	2025-26 Adopted Budget	2025-26 Adjusted Budget	2025-26 Estimated Year-End	2026-27 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adopted Budget	% Inc/(Dec) Proposed vs. Adopted Budget
Salaries & Wages	274,103	264,587	275,250	275,250	282,477	17,890	6.8%
Benefits	108,540	125,077	124,191	124,191	134,085	9,008	7.2%
Contracted Services	17,799	5,125	3,150	3,150	21,000	15,875	309.8%
Services & Supplies	5,139	5,690	5,660	5,660	5,760	70	1.2%
Equipment Rental/Maintenance	3,462	3,480	3,360	3,360	4,620	1,140	32.8%
Conference & Training Expense	1,674	6,860	6,860	6,860	6,860	-	0.0%
Telecommunications	2,141	2,190	1,899	1,899	2,190	-	0.0%
Allocated Insurance	44,299	57,810	57,810	57,810	63,215	5,405	9.3%
Total Expense	457,156	470,819	478,180	478,180	520,207	49,388	10.5%

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Assistant City Manager City Clerk							
Budget Expenditures							
Account Number	2024-25 Actual	2025-26 Adopted Budget	2025-26 Adjusted Budget	2025-26 Estimated Year-End	2026-27 Proposed Budget	\$ Inc/(Dec) Proposed vs. Adopted Budget	% Inc/(Dec) Proposed vs. Adopted Budget
Salaries & Wages							
4010 - Salaries - Full Time	273,694	274,250	274,250	274,250	282,477	8,227	3.0%
4011 - Salaries - Part Time	409	-	1,000	1,000	-	-	0.0%
4023 - One Time Payment	-	-	-	-	-	-	0.0%
4090 - Vacancy Savings	-	(9,663)	-	-	-	9,663	-100.0%
Total Salaries & Wages	274,103	264,587	275,250	275,250	282,477	17,890	6.8%
Benefits							
4105 - Medicare & Fica	3,986	3,977	3,977	3,977	4,100	123	3.1%
4110 - CalPERS Employer Rate	34,152	34,501	34,501	35,653	35,535	1,034	3.0%
4111 - CalPERS UAL Cost	48,750	63,525	63,525	61,641	70,210	6,685	10.5%
4121 - Deferred Compensation	4,246	4,200	4,200	4,200	4,200	-	0.0%
4130 - Health Insurance	11,372	12,627	12,627	12,610	13,745	1,118	8.9%
4140 - Retiree Health Insurance OPEB	3,733	3,700	3,700	3,732	3,735	35	0.9%
4150 - Dental Insurance	975	1,029	1,029	1,027	1,025	(4)	-0.4%
4151 - Vision Insurance	102	101	101	101	105	4	4.0%
4181 - Long Term Disability Insurance	784	795	795	690	795	-	0.0%
4182 - Short Term Disability Insurance	324	506	506	453	520	14	2.8%
4183 - EAP (Employee Asst Prog)	35	35	35	36	35	-	0.0%
4184 - Life Insurance	81	81	81	72	80	(1)	-1.2%
41895 - Benefit Savings	-	-	(886)	-	-	-	0.0%
Total Benefits	108,540	125,077	124,191	124,191	134,085	9,008	7.2%
Contracted Services							
4210 - Professional Contract Services	2,500	5,125	3,150	3,150	5,000	(125)	-2.4%
4212 - Internet & Network /Technology Maint	-	-	-	-	-	-	0.0%
4270 - Elections	15,299	-	-	-	16,000	16,000	0.0%
Total Contracted Services	17,799	5,125	3,150	3,150	21,000	15,875	309.8%
Services & Supplies							
4310 - Office Supplies	1,033	1,480	1,450	1,450	1,480	-	0.0%
4330 - Misc Supplies & Services	721	500	500	500	620	120	24.0%
4340 - Postage & Printing	45	50	50	50	-	(50)	-100.0%
4345 - Dues & Subscriptions	3,340	3,660	3,660	3,660	3,660	-	0.0%
Total Services & Supplies	5,139	5,690	5,660	5,660	5,760	70	1.2%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	3,462	3,480	3,360	3,360	4,620	1,140	32.8%
Total Equipment Rental/Maintenance	3,462	3,480	3,360	3,360	4,620	1,140	32.8%
Conference & Training Expense							
4510 - Conference & Training	1,225	2,100	2,100	2,100	2,100	-	0.0%
4515 - Meetings & Travel	449	4,760	4,760	4,760	4,760	-	0.0%
Total Conference & Training Expense	1,674	6,860	6,860	6,860	6,860	-	0.0%
Telecommunications							
4750 - Telecommunications	2,141	2,190	1,899	1,899	2,190	-	0.0%
Total Telecommunications	2,141	2,190	1,899	1,899	2,190	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	21,642	29,045	29,045	29,045	34,310	5,265	18.1%
4997 - Allocated Wrks Comp Insurance	22,657	28,765	28,765	28,765	28,905	140	0.5%
Total Allocated Insurance	44,299	57,810	57,810	57,810	63,215	5,405	9.3%
Total Operation	457,156	470,819	478,180	478,180	520,207	49,388	10.5%

Assistant City Manager City Clerk				
Object Details				
Object - Category	Line Item Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		24,460	68	40,430
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual Muni-Code Updates	5,000	1	5,000
4210 - Professional Contract Services	Annual Zoom Contract	-	0	-
Total 4210 - Professional Contract Services		5,000	1	5,000
4270 - Elections				
4270 - Elections	3 Council Seats	5,000	3	15,000
4270 - Elections	Election Materials	1,000	1	1,000
Total 4270 - Elections		6,000	4	16,000
4310 - Office Supplies				
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
Total 4310 - Office Supplies		1,480	2	1,480
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Business Cards	120	1	120
4330 - Misc Supplies & Services	Clerk/Notary Supplies	500	1	500
Total 4330 - Misc Supplies & Services		620	2	620
4345 - Dues & Subscriptions				
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)	-	1	-
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
Total 4345 - Dues & Subscriptions		3,660	10	3,660
4375-Equipment Rental/Maintenance				
4375 - Equipment Rental/Maintenance	Canon Desktop Printer Lease	85	12	1,020
4375 - Equipment Rental/Maintenance	Canon Shared Copier Lease Cost	300	12	3,600
Total 4375-Equipment Rental/Maintenance		385	24	4,620
4510 - Conference & Training				
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
Total 4510 - Conference & Training		2,100	4	2,100
4515 - Meetings & Travel				
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
Total 4515 - Meetings & Travel		4,565	7	4,760
4750 - Telecommunications				
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
Total 4750 - Telecommunications		650	14	2,190