

SUMMARY - PLANNING DEPARTMENT							
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	206,952	302,763	166,204	166,204	370,712	67,949	22.4%
Benefits	138,613	247,108	134,563	134,563	247,330	222	0.1%
Contracted Services	231,758	43,280	243,530	243,530	58,245	14,965	34.6%
Services & Supplies	10,020	14,900	14,900	14,900	14,035	(865)	-5.8%
Equipment Rental/Maintenance	2,108	3,050	3,050	3,050	3,600	550	18.0%
Conference & Training Expense	126	5,800	5,800	5,800	1,400	(4,400)	-75.9%
Telecommunications	3,361	3,200	3,200	3,200	3,524	324	10.1%
Allocated Insurance	64,878	81,565	81,565	81,565	88,335	6,770	8.3%
Total Expense	657,815	701,666	652,812	652,812	787,181	85,515	12.2%

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Planning							
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	212,795	398,819	398,819	131,960	380,212	(18,607)	-4.7%
4011 - Salaries - Part Time	19,565	-	-	-	-	-	0.0%
4012 - Overtime	3,289	5,500	5,500	5,500	5,500	-	0.0%
4023 - One Time Payment	5,000	-	30,244	30,244	-	-	0.0%
4090 - Vacancy Savings	-	(14,800)	(266,859)	-	-	14,800	-100.0%
4990 - Staff-Time Projects Reimb	(33,698)	(86,756)	(1,500)	(1,500)	(15,000)	71,756	-82.7%
Total Salaries & Wages	206,952	302,763	166,204	166,204	370,712	67,949	22.4%
Benefits							
4104 - Accrual in Lieu	11,754	-	3,720	3,720	-	-	0.0%
4105 - Medicare & Fica	3,671	5,783	5,783	2,432	5,515	(268)	-4.6%
4110 - CalPERS Employer Rate	17,830	41,369	41,369	14,357	43,571	2,202	5.3%
4111 - CalPERS Employer Rate-Unfunded	74,219	90,130	90,130	87,101	94,500	4,370	4.8%
4130 - Health Insurance	25,657	95,910	95,910	22,140	91,543	(4,367)	-4.6%
4140 - Retiree Health Insurance OPEB	1,579	1,600	1,600	1,580	1,580	(20)	-1.3%
4150 - Dental Insurance	2,383	8,942	8,942	1,985	7,987	(955)	-10.7%
4151 - Vision Insurance	239	898	898	307	791	(107)	-11.9%
4181 - Long Term Disability Insurance	759	1,392	1,392	478	795	(597)	-42.9%
4182 - Short Term Disability Insurance	324	736	736	340	700	(36)	-4.9%
4183 - EAP (Employee Asst Prog)	59	105	105	40	105	-	0.0%
4184 - Life Insurance	139	243	243	84	243	-	0.0%
4189 - Benefit Savings	-	-	(116,265)	-	-	-	0.0%
Total Benefits	138,613	247,108	134,563	134,563	247,330	222	0.1%
Contracted Services							
4210 - Professional Contract Services	202,169	39,680	219,930	219,930	39,845	165	0.4%
4230 - Recruitment Services	26,481	-	20,000	20,000	12,400	12,400	0.0%
4250 - Publications/Legal Notices	3,108	3,600	3,600	3,600	6,000	2,400	66.7%
Total Contracted Services	231,758	43,280	243,530	243,530	58,245	14,965	34.6%
Services & Supplies							
4310 - Office Supplies	708	1,200	1,200	1,200	1,200	-	0.0%
4330 - Misc Supplies & Services	526	3,400	3,400	3,400	1,900	(1,500)	-44.1%
4340 - Postage & Printing	1,732	1,600	1,600	1,600	1,500	(100)	-6.3%
4345 - Dues & Subscriptions	7,055	8,700	8,700	8,700	9,435	735	8.4%
Total Services & Supplies	10,020	14,900	14,900	14,900	14,035	(865)	-5.8%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	2,108	3,050	3,050	3,050	3,600	550	18.0%
Total Equipment Rental/Maintenance	2,108	3,050	3,050	3,050	3,600	550	18.0%
Conference & Training Expense							
4510 - Conference & Training	61	5,400	5,400	5,400	850	(4,550)	-84.3%
4515 - Meetings & Travel	65	400	400	400	550	150	37.5%
Total Conference & Training Expense	126	5,800	5,800	5,800	1,400	(4,400)	-75.9%
Telecommunications							
4750 - Telecommunications	3,361	3,200	3,200	3,200	3,524	324	10.1%
Total Telecommunications	3,361	3,200	3,200	3,200	3,524	324	10.1%
Allocated Insurance							
4996 - Allocated Liability Insurance	30,374	40,765	40,765	40,765	49,430	8,665	21.3%
4997 - Allocated Wrkrs Comp Insurance	34,504	40,800	40,800	40,800	38,905	(1,895)	-4.6%
Total Allocated Insurance	64,878	81,565	81,565	81,565	88,335	6,770	8.3%
Total Operation	657,815	701,666	652,812	652,812	787,181	85,515	12.2%

Planning Department				
Object Details				
Object - Category	Line Item Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		41,005	47	42,730
4990 - Staff Time Project Reimbursement				
4990 - Staff Time Project Reimb	Various Developer Deposit Accounts; Estimate-50% closure of open accounts and staff portion of Barlow.	(15,000)	1	(15,000)
Total 4990 - Staff Time Project Reimb		(15,000)	1	(15,000)
4210 - Professional Contract Services				
4210 - Professional Contract Services	City Arborist	8,000	1	8,000
4210 - Professional Contract Services	Audio/Video Tech Support - PC Meetings	15,600	1	15,600
4210 - Professional Contract Services	Audio/Video Tech Support - DRB Meetings	7,200	1	7,200
4210 - Professional Contract Services	Vacation rental compliance contract	4,045	1	4,045
4210 - Professional Contract Services	Telecomm Legal Services	5,000	1	5,000
Total 4210 - Professional Contract Services		39,845	5	39,845
4230 - Recruitment Services				
4230 - Recruitment Services	Planning Director	7,000	1	7,000
4230 - Recruitment Services	Associate Planner	5,400	1	5,400
Total 4230 - Recruitment Services		12,400	2	12,400
4250 - Publications/Legal Notices				
4250 - Publications/Legal Notices	Routine Public Notices (ordiances, tree removal)	4,500	1	4,500
4250 - Publications/Legal Notices	Special Notices (PC/DRB/CAC/PAC)	1,500	1	1,500
Total 4250 - Publications/Legal Notices		6,000	2	6,000
4310 - Office Supplies				
4310 - Office Supplies	Shared Paper Cost	75	12	900
4310 - Office Supplies	Other Supplies (Calendar, Storage Boxes)	300	1	300
Total 4310 - Misc Supplies & Services		375	13	1,200
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Business cards	50	2	100
4330 - Misc Supplies & Services	Name plaques for new board/commission members	50	6	300
4330 - Misc Supplies & Services	Business Networking Events	1,500	1	1,500
Total 4330 - Misc Supplies & Services		1,600	9	1,900
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	American Planning Association, AEP, etc.	1,200	1	1,200
4345 - Dues & Subscriptions	LAFCO	7,200	1	7,200
4345 - Dues & Subscriptions	International Institute of Municipal Clerk (IIC)	135	1	135
4345 - Dues & Subscriptions	California Municipal Clerks Association	300	1	300
4345 - Dues & Subscriptions	Adobe Annual Subscription (2)	300	2	600
Total 4345 - Dues & Subscriptions		9,135	6	9,435
4510 - Conference & Training				
4510 - Conference & Training	Planning Commissioner Training	150	3	450
4510 - Conference & Training	Planning Tech - Meeting Prep	400	1	400
Total 4510 - Conference & Training		550	4	850
4515 - Meetings & Travel				
4515 - Meetings & Travel	Planning Director Mileage Reimb	400	1	400
4515 - Meetings & Travel	Planning Staff (offsite/misc errands)	150	1	150
Total 4515 - Meetings & Travel		550	2	550
4750 - Telecommunications				
4750 - Telecommunications	Annual Cell Phone Service	60	12	720
4750 - Telecommunications	Annual Desk Phone Contract	240	3	720
4750 - Telecommunications	Sonic Internet (Shared Allocation)	150	12	1,800
4750 - Telecommunications	Fax (Shared Allocation)	7	12	84
4750 - Telecommunications	Zoom Conference Service	200	1	200
Total 4750 - Telecommunications		657	40	3,524