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## Dated: 6-19-2024 - Planning Department Budget

<b>MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - PLANNING DESCRIPTION OF CHANGES</b>					
<b>EXPENSE</b>	<b>2023-24 Adjusted Budget</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec) *</b>	<b>Type On-Going One Time</b>	<b>Explanation and Impacts</b>
Salaries & Wages	367,884	252,384	(115,500)	One Time	The net decrease can be attributed to the following factors: The removal of the One-Time Payout\ \$7,500, which is not anticipated to occur in FY24-25. The FY23-24 budget accounted for a higher starting salary, but the new hire is at a lower step. There was no budget allocation for project reimbursements previously. In FY24-25, there will be an accounting for reimbursements for staff charges to development projects\ \$21,000, based on typical staff reimbursement costs from development review processing. Additionally, there is expected to be reimbursements for staff work on grant applications\ \$70,800. It's important to note these reimbursements are contingent upon staff capacity in relation to other project assignments, as well as the volume and type of development applications received by the City.
Benefits	134,278	101,354	(32,924)	On-Going	Shift of Unfunded Accrued Liabilities (UAL)\ \$25,615 and retiree medical reimbursements\ \$1,600 shifted to non-departmental. Decrease in health premiums cost of\ \$4,197 due to insurance coverage tier for individual and the remainder is attributed to decrease in other benefits amount to \$1,512
Contracted Services	55,340	82,270	26,930	On-Going	The estimated net increase is due primarily to the following: - A carryover of the EIFD contract, amounting to \$50,000 (County funds, but a City expenditure); Recruitment Services in the amount of \$5,000; and Arborist Services in the amount of \$2,500. - Reductions in the affordable housing monitoring contract by \$18,000; a decrease in the local hazard mitigation plan review by \$11,300 (transferred to Building from Planning); and a reduction in the need for outreach support by \$2,000. An impact would be the loss of direct monitoring of affordable housing contracts, relying on recording and disclosure requirements.
Services & Supplies	12,700	11,750	(950)	On-Going	Anticipated reduction in use of office supplies.
Equipment Rental/Maintenance	3,500	3,050	(450)	On-Going	Based on review of actual charges incurred for shared use of office equipment, e.g., copy machine.
Conference & Training Expense	2,100	1,075	(1,025)	On-Going	Reduced attendance of staff to 3-4 total online training sessions, e.g., CEQA Update, for a staff of three.
Telecommunications	3,500	3,200	(300)	On-Going	Based on review of actual charges incurred for shared use of phone system.
Allocated Insurance	64,154	61,330	(2,824)	On-Going	This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.
<b>Total Expense</b>	<b>643,456</b>	<b>516,413</b>	<b>(127,043)</b>		

\* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

<b>SUMMARY - PLANNING</b>							
<b>EXPENSE</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
Salaries & Wages	208,753	367,884	367,884	319,750	252,384	(115,500)	-31.4%
Benefits	109,666	134,278	134,278	109,562	101,354	(32,924)	-24.5%
Contracted Services	207,368	55,340	55,340	28,750	82,270	26,930	48.7%
Services & Supplies	10,673	12,700	12,700	13,468	11,750	(950)	-7.5%
Equipment Rental/Maintenance	3,220	3,500	3,500	3,050	3,050	(450)	-12.9%
Conference & Training Expense	1,060	2,100	2,100	500	1,075	(1,025)	-48.8%
Telecommunications	5,927	3,500	3,500	3,200	3,200	(300)	-8.6%
Allocated Insurance	49,448	64,154	64,154	64,154	61,330	(2,824)	-4.4%
<b>Total Expense</b>	<b>596,114</b>	<b>643,456</b>	<b>643,456</b>	<b>542,434</b>	<b>516,413</b>	<b>(127,043)</b>	<b>-19.7%</b>

<b>Budget Expenditures</b>							
<b>Planning</b>							
<b>Account Number</b>	<b>2022-23 Actual</b>	<b>2023-24 Adopted Budget</b>	<b>2023-24 Adjusted Budget</b>	<b>2023-24 Estimated Actual</b>	<b>2024-25 Proposed Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Change</b>
<b>Salaries &amp; Wages</b>							
4010 - Salaries - Full Time	250,053	356,384	356,384	338,000	340,184	(16,200)	-4.5%
4011 - Salaries - Part Time	9,240	-	-	-	-	-	0.0%
4012 - Overtime	2,956	4,000	4,000	4,250	4,000	-	0.0%
4023 - One Time Payment	15,000	7,500	7,500	2,500	-	(7,500)	-100.0%
4990 - Staff Time Projects Reimbursement	(68,497)	-	-	(25,000)	(91,800)	(91,800)	0.0%
<b>Total Salaries &amp; Wages</b>	<b>208,753</b>	<b>367,884</b>	<b>367,884</b>	<b>319,750</b>	<b>252,384</b>	<b>(115,500)</b>	<b>-31.4%</b>
<b>Benefits</b>							
4104 - Accrual in Lieu	296	-	-	-	-	-	0.0%
4105 - Medicare & Fica	4,615	5,168	5,168	4,815	4,933	(235)	-4.5%
4110 - CalPERS Employer Rate	56,691	60,042	60,042	60,042	34,427	(25,615)	-42.7%
4130 - Health Insurance	40,112	58,338	58,338	37,000	54,141	(4,197)	-7.2%
4140 - Retiree Health Insurance OPEB	1,184	1,600	1,600	1,600	-	(1,600)	-100.0%
4150 - Dental Insurance	4,302	5,883	5,883	3,375	5,181	(702)	-11.9%
4151 - Vision Insurance	481	660	660	400	418	(242)	-36.7%
4181 - Long Term Disability Insurance	1,220	1,582	1,582	1,450	1,392	(190)	-12.0%
4182 - Short Term Disability Insurance	504	658	658	550	514	(144)	-21.9%
4183 - EAP (Employee Asst Prog)	85	105	105	105	105	-	0.0%
4184 - Life Insurance	175	243	243	225	243	-	0.0%
<b>Total Benefits</b>	<b>109,666</b>	<b>134,278</b>	<b>134,278</b>	<b>109,562</b>	<b>101,354</b>	<b>(32,924)</b>	<b>-24.5%</b>
<b>Contracted Services</b>							
4210 - Professional Contract Services	178,745	52,840	52,840	26,000	75,470	22,630	42.8%
4211 - Banking Fees	33	-	-	-	-	-	0.0%
4212 - Internet & Network /Technology Maint	4,864	-	-	-	-	-	0.0%
4214 - Litigation Expense	30	-	-	950	-	-	0.0%
4226 - Façade Improvement Programs	17,500	-	-	-	-	-	0.0%
4230 - Recruitment Services	2,082	-	-	-	5,000	5,000	0.0%
4250 - Publications/Legal Notices	4,114	2,500	2,500	1,800	1,800	(700)	-28.0%
<b>Total Contracted Services</b>	<b>207,368</b>	<b>55,340</b>	<b>55,340</b>	<b>28,750</b>	<b>82,270</b>	<b>26,930</b>	<b>48.7%</b>
<b>Services &amp; Supplies</b>							
4310 - Office Supplies	863	3,000	3,000	2,800	1,200	(1,800)	-60.0%
4330 - Misc Supplies & Services	217	-	-	68	250	250	0.0%
4340 - Postage & Printing	1,147	1,000	1,000	1,900	1,600	600	60.0%
4345 - Dues & Subscriptions	8,446	8,700	8,700	8,700	8,700	-	0.0%
<b>Total Services &amp; Supplies</b>	<b>10,673</b>	<b>12,700</b>	<b>12,700</b>	<b>13,468</b>	<b>11,750</b>	<b>(950)</b>	<b>-7.5%</b>
<b>Equipment Rental/Maintenance</b>							
4375 - Equipment Rental/Expenses	3,220	3,500	3,500	3,050	3,050	(450)	-12.9%
<b>Total Equipment Rental/Maintenance</b>	<b>3,220</b>	<b>3,500</b>	<b>3,500</b>	<b>3,050</b>	<b>3,050</b>	<b>(450)</b>	<b>-12.9%</b>
<b>Conference &amp; Training Expense</b>							
4510 - Conference & Training	850	1,500	1,500	400	975	(525)	-35.0%
4515 - Meetings & Travel	210	600	600	100	100	(500)	-83.3%
<b>Total Conference &amp; Training Expense</b>	<b>1,060</b>	<b>2,100</b>	<b>2,100</b>	<b>500</b>	<b>1,075</b>	<b>(1,025)</b>	<b>-48.8%</b>
<b>Telecommunications</b>							
4750 - Telecommunications	5,927	3,500	3,500	3,200	3,200	(300)	-8.6%
<b>Total Telecommunications</b>	<b>5,927</b>	<b>3,500</b>	<b>3,500</b>	<b>3,200</b>	<b>3,200</b>	<b>(300)</b>	<b>-8.6%</b>
<b>Allocated Insurance</b>							
4996 - Allocated Liability Insurance	25,551	29,475	29,475	29,475	29,550	75	0.3%
4997 - Allocated Wrkrs Comp Insurance	23,897	34,679	34,679	34,679	31,780	(2,899)	-8.4%
<b>Total Allocated Insurance</b>	<b>49,448</b>	<b>64,154</b>	<b>64,154</b>	<b>64,154</b>	<b>61,330</b>	<b>(2,824)</b>	<b>-4.4%</b>
<b>Total Operation</b>	<b>596,114</b>	<b>643,456</b>	<b>643,456</b>	<b>542,434</b>	<b>516,413</b>	<b>(127,043)</b>	<b>-19.7%</b>

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
<b>Grand Total</b>		<b>83,780</b>	<b>33</b>	<b>85,495</b>
<b>4990 - Staff Time Project Reimbursement</b>				
4990 - Staff Time Project Reimb	Main Street STG Planning and Redesign Project (note: total grant \$230,178, FY24-25 \$13K)	(3,178)	1	(3,178)
4990 - Staff Time Project Reimb	Main Street Planning and Redesign Project (note: this is not a CIP but in Planning project budget-local match \$30,000)	(19,822)	1	(19,822)
4990 - Staff Time Project Reimb	Active Transportation Plan Update (Planning project budget-local share \$7,800)	(7,800)	1	(7,800)
4990 - Staff Time Project Reimb	PDA Land Use Housing Project Staff Time	(40,000)	1	(40,000)
4990 - Staff Time Project Reimb	Various Developer Deposit Accounts	(21,000)	1	(21,000)
<b>Total 4990 - Staff Time Project Reimb</b>		<b>(91,800)</b>	<b>5</b>	<b>(91,800)</b>
<b>4210 - Professional Contract Services</b>				
4210 - Professional Contract Services	City Arborist	2,400	1	2,400
4210 - Professional Contract Services	Tech Support - Planning Commission Meetings (PCA only)	18,700	1	18,700
4210 - Professional Contract Services	Vacation rental compliance contract	3,500	1	3,500
4210 - Professional Contract Services	tree deposits relinquished (per tree)	75	12	900
4210 - Professional Contract Services	EIFD Contract (carryover)	49,970	1	49,970
<b>Total 4210 - Professional Contract Services</b>		<b>74,645</b>	<b>16</b>	<b>75,470</b>
<b>4330 - Misc Supplies &amp; Services</b>				
4330 - Misc Supplies & Services	Business cards	50	2	100
4330 - Misc Supplies & Services	Name plaques for new board/commission members	50	3	150
<b>Total 4330 - Misc Supplies &amp; Services</b>		<b>100</b>	<b>5</b>	<b>250</b>
<b>4345 - Dues &amp; Subscriptions</b>				
4345 - Dues & Subscriptions	American Planning Association, AEP, etc.	1,500	1	1,500
4345 - Dues & Subscriptions	LAFCO	7,200	1	7,200
<b>Total 4345 - Dues &amp; Subscriptions</b>		<b>8,700</b>	<b>2</b>	<b>8,700</b>
<b>4510 - Conference &amp; Training</b>				
4510 - Conference & Training	Planning Commissioner training/SSU conference	35	5	175
4510 - Conference & Training	Staff training	200	4	800
<b>Total 4510 - Conference &amp; Training</b>		<b>235</b>	<b>9</b>	<b>975</b>
<b>4515 - Meetings &amp; Travel</b>				
4515 - Meetings & Travel	Travel for mtgs - to/from Santa rosa, etc	100	1	100
<b>Total 4515 - Meetings &amp; Travel</b>		<b>100</b>	<b>1</b>	<b>100</b>