

**THIS IS A DRAFT DOCUMENT
DATED: 6-19-2024 ENGINEERING DEPARTMENT BUDGET**

SUMMARY - ENGINEERING DESCRIPTION OF CHANGES					
EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Reasons
Salaries & Wages	124,686	214,472	89,786	On-Going	Increase of \$89,786 due to addition of Public Works Director/City Engineer for 6 months (\$99,000) upon retirement of the Public Works Superintendent, with the change anticipated to occur in the middle of the Fiscal Year; and reduction of \$9,214 due to position being budgeted at lower step than originally budgeted and removal of one-time payout (\$3125). Note that for simplicity, the additional costs for the new Public Works Director/City Engineer are included in the Engineering budget whereas the costs for the Public Works Superintendent remains in the Public Works budget. See "Reorg Savings" sheet for review of savings resulting from combining Public Works Department and Engineering Department.
Benefits	53,037	66,307	13,270	On-Going	Increase of \$13,270 with creating and hiring a new Public Works Director/City Engineer (\$16,000) and decrease of \$1,460 due to decrease in health benefit costs, and decrease of \$4,190 removal of UAL (Unfunded Accrued Liabilities) & retiree medical reimbursement
Contracted Services	293,200	134,380	(158,820)	One Time	Net Reduction of \$158,820 due to: 1) \$164,000 in professional contract services (4210) due to: reduction in GHD oncall services \$150,000; reduction of traffic engineering consultant and transfer of contract to Police Department budget \$23,000; increase in stormwater support to assist inhouse staff with RRWA meetings \$10,000; and reduction in scanning services of \$1,000; and 2) \$5,180 increase to Contracted services for recruitments services (\$5,000) and IT maintenance (\$180). Net effect of reduction in on call engineering consulting services during first half of the year is slower response time to the public and other City departments, more reliance on PW Superintendent for questions pertaining to infrastructure within public right of way, attendance at fewer meetings, rely on Engineering staff for questions pertaining to engineering records.
Services & Supplies	60,630	56,300	(4,330)	On-Going	Reduction of \$4,330 in dues/subscriptions for RRWA work plan. Note that this budget could increase if the Regional Board requires new changes to the City's stormwater permit.
Equipment Rental/Maintenance	6,400	6,800	400	On-Going	Slight increase of \$400 for cost of copier lease.
Conference & Training Expense	250	250	0	N/A	NO CHANGE
Telecommunications	3,600	3,600	0	N/A	NO CHANGE
Allocated Insurance	42,394	36,265	(6,129)	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.
Total Expense	584,197	518,374	(65,823)		

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

SUMMARY - ENGINEERING							
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	89,238	124,686	124,686	124,686	214,472	89,786	72.0%
Benefits	34,427	53,037	53,037	56,788	66,307	13,270	25.0%
Contracted Services	316,077	293,200	293,200	298,800	134,380	(158,820)	-54.2%
Services & Supplies	38,439	60,630	60,630	54,630	56,300	(4,330)	-7.1%
Equipment Rental/Maintenance	5,974	6,400	6,400	6,400	6,800	400	6.3%
Conference & Training Expense	127	250	250	200	250	-	0.0%
Telecommunications	2,575	3,600	3,600	3,000	3,600	-	0.0%
Allocated Insurance	28,911	42,394	42,394	42,394	36,265	(6,129)	-14.5%
Total Expense	515,766	584,197	584,197	586,898	518,374	(65,823)	-11.3%

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Budget Expenditures							
Engineering							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
Salaries & Wages							
4010 - Salaries - Full Time	65,353	121,561	121,561	121,561	214,472	92,911	76.4%
4011 - Salaries - Part Time	19,315	-	-	-	-	-	0.0%
4017 - Salaries - COVID-19	819	-	-	-	-	-	0.0%
4023 - One Time Payment	3,750	3,125	3,125	3,125	-	(3,125)	-100.0%
Total Salaries & Wages	89,238	124,686	124,686	124,686	214,472	89,786	72.0%
Benefits							
4105 - Medicare & Fica	1,199	1,763	1,763	1,763	3,110	1,347	76.4%
4110 - CalPERS Employer Rate	19,716	25,672	25,672	25,672	21,482	(4,190)	-16.3%
4130 - Health Insurance	8,416	22,120	22,120	22,120	35,984	13,864	62.7%
4140 - Retiree Health Insurance OPEB	3,733	-	-	3,750	-	-	0.0%
4150 - Dental Insurance	903	2,282	2,282	2,282	3,270	988	43.3%
4151 - Vision Insurance	93	255	255	255	352	97	38.0%
4181 - Long Term Disability Insurance	184	521	521	521	1,392	871	167.3%
4182 - Short Term Disability Insurance	92	193	193	193	369	176	90.8%
4183 - EAP (Employee Asst Prog)	28	70	70	70	105	35	50.1%
4184 - Life Insurance	62	162	162	162	243	81	50.0%
Total Benefits	34,427	53,037	53,037	56,788	66,307	13,270	25.0%
Contracted Services							
4210 - Professional Contract Services	315,691	291,700	291,700	297,300	127,700	(164,000)	-56.2%
4212 - Internet & Network /Technology Maint	-	1,500	1,500	1,500	1,680	180	12.0%
4230 - Recruitment Services	385	-	-	-	5,000	5,000	0.0%
Total Contracted Services	316,077	293,200	293,200	298,800	134,380	(158,820)	-54.2%
Services & Supplies							
4330 - Misc Supplies & Services	4,966	2,150	2,150	1,100	1,100	(1,050)	-48.8%
4340 - Postage & Printing	8	-	-	30	-	-	0.0%
4345 - Dues & Subscriptions	33,465	58,480	58,480	53,500	55,200	(3,280)	-5.6%
Total Services & Supplies	38,439	60,630	60,630	54,630	56,300	(4,330)	-7.1%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	5,974	6,400	6,400	6,400	6,800	400	6.3%
Total Equipment Rental/Maintenance	5,974	6,400	6,400	6,400	6,800	400	6.3%
Conference & Training Expense							
4515 - Meetings & Travel	127	250	250	200	250	-	0.0%
Total Conference & Training Expense	127	250	250	200	250	-	0.0%
Telecommunications							
4750 - Telecommunications	2,575	3,600	3,600	3,000	3,600	-	0.0%
Total Telecommunications	2,575	3,600	3,600	3,000	3,600	-	0.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	22,454	30,565	30,565	30,565	25,600	(4,965)	-16.2%
4997 - Allocated Wrkrs Comp Insurance	6,457	11,829	11,829	11,829	10,665	(1,164)	-9.8%
Total Allocated Insurance	28,911	42,394	42,394	42,394	36,265	(6,129)	-14.5%
Total Operation	515,766	584,197	584,197	586,898	518,374	(65,823)	-11.3%

City of Sebastopol*				
Object Details				
ALFRE	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		184,580	13	184,580
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual storm water report assistance	25,700	1	25,700
4210 - Professional Contract Services	Engineering Management Services: 7/1 to 12/31/24 reduce level of service by 25%; eliminate service from 1/1 to 6/30/25	45,000	1	45,000
4210 - Professional Contract Services	Interim City Engineer - same explanation of reduction and elimination of services as above	45,000	1	45,000
4210 - Professional Contract Services	Mandate storm water creek sampling-RWQCB suspended September 2022/Est. update Sep 2024	500	1	500
4210 - Professional Contract Services	Public outreach services for engineering activities	1,500	1	1,500
4210 - Professional Contract Services	RRWA technical support and MS4 co-permittee support to assist City staff to attend RRWA meetings in lieu of Engineering oncall.	10,000	1	10,000
4210 - Professional Contract Services	Traffic Engineering Services (Shift to Police Dept)	-	1	-
Total 4210 - Professional Contract Services		127,700	7	127,700
4212 - Internet & Network /Technology Maint				
Expense	Breeze Software (CIP)	1,680	1	1,680
Total 4212 - Internet & Network /Technology Maint		1,680	1	1,680
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	5-year permit renewal technical support	5,000	1	5,000
4345 - Dues & Subscriptions	Adobe Acrobat	200	1	200
4345 - Dues & Subscriptions	Russian River Water Shed work plan	36,000	1	36,000
4345 - Dues & Subscriptions	SCTA Annual Fee	6,000	1	6,000
4345 - Dues & Subscriptions	State Water Resources Control Board annual permit fee	8,000	1	8,000
Total 4345 - Dues & Subscriptions		55,200	5	55,200
4330 - Misc. Supplies & Services				
4330 - Misc Supplies & Services	Office supplies-reduced amount based on actual estimate	1,100	1	1,100
4375 - Equipment Rental & Maint.				
4375 - Equipment rental & maint.	Copier lease (managed by Admin Services) slight increase	6,800	1	6,800