

THIS IS A DRAFT DOCUMENT
DATED: 6-19-2024 PUBLIC WORKS DEPARTMENT BUDGET

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - PUBLIC WORKS BUILDINGS/FACILITIES/INFRASTRUCTURE DESCRIPTION OF CHANGES					
Account Number	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts
Salaries & Wages	651,721	349,392	(302,329)	On-Going	This reduction in Salaries & Wages includes; The elimination of 6 months of the Public Works Superintendent with hiring a new Public Works Director/City Engineer mid-year, discussed in the Engineering Budget (\$94,564). Freezing 1 open FTE Maintenance Worker 2 Position (\$73,455) Moving 1 FTE Laborer position to Enterprise Fund Allocation (\$45,725) Reduction in overtime (\$6,360) Reduction in Standby Shift (\$1,300) Reduction in One-Time Payout (\$14,925) Further reduction of \$66,000 is due to staff time reimbursement from grand funding The effects of these actions will result in a decreased level of maintenance. Delay in identification and correction of maintenance and repair issues. Extended response times for requests for service. Maintenance functions will be primarily focused on addressing safety and potential liability issues as a priority. Non-essential aesthetic maintenance items may not get addressed. (i.e.. graffiti, vandalism, landscaping)
Benefits	387,285	222,494	(164,791)	On-Going	A shift of Unfunded Accrued Liabilities (UAL) (\$154,916) and retiree medical reimbursements of (\$9,400) has been shifted to non-departmental categories. There is a reduction in Health Insurance costs of (\$58,824) due to mid-year retirement of PW Superintendent, and lower costs based on type of insurance selected by staff. Additionally, various increases and decreases in other benefits have resulted in a net reduction of (\$9,330). A one time expense of \$67,680 Accrual in Lieu (payout of vacation and other leaves) for retiring Superintendent.
Contracted Services	206,875	217,543	10,668	On-Going	The increase in Contract Services is due to the transfer of \$52,000 West County Community Services management contract to Public Works for the Park Village Community originally located in Non-Departmental. The intent is to ensure that one Department is clearly responsible for managing this contract, including budget responsibility. Public Works provides some maintenance for this facility on City-owned property. Other reductions totalling (\$38,432) in Contract Services include; Corporation Yard- HVAC Service and Repairs, Recruitment services (\$9,082), Streets- Thermoplastic Street Marking Contract (\$12,850), Parks- Parks and Burbank farm tree maintenance services (\$9,500), Government Buildings- janitorial Services, Generators Services (\$7,000) These items, which support maintenance will impact the ability to meet the community's expectations for an acceptable level of maintenance. Reduced and/or delayed response to maintenance issues. Reduced preventive maintenance and facility upgrades. Maintenance functions will be primarily focused on addressing safety and potential liability issues as a priority.
Services & Supplies	261,350	175,205	(86,145)	On-Going	Other miscellaneous reductions in Supplies and Services include; Corporation Yard- Equipment servicing, general maintenance supplies, Facility improvements (\$5,545), Streets- Street and Sidewalk repairs, Street landscape maintenance, Stormwater facility repairs, Street signs, and Street markings (\$53,100), Parks- Playground Fiber, Tree Services Burbank Farm needs, Vandalism Repairs, Rental Equipment, fencing ,and Irrigation supplies (\$23,700), Parking Lots- Street marking, Sign maintenance, Landscape maintenance, and Tree services(\$4,000) Government Buildings- \$200 Building upgrades and Facility maintenance, Park Village property maintenance and repairs (\$5,000) These items which support maintenance will impact the ability to meet the community's expectations for an acceptable level of maintenance. Reduced and/or delayed response to maintenance issues. Reduced preventive maintenance and facility upgrades. Maintenance functions will be primarily focused on addressing safety and potential liability issues as a priority.
Equipment Rental/Maintenance	5,200	5,450	250	On-Going	5% Inflationary cost increase
Vehicle Expense	67,900	70,525	2,625	On-Going	Water and Sewer specific equipment maintenance moved to Enterprise accounts
Conference & Training Expense	1,000	300	(700)	One-Time	Reduction in training- utilizing no cost training opportunities.
Utilities	50,450	64,412	13,962	On-Going	PG&E cost increases
Utilities-City	67,200	170,475	103,275	On-Going	Water and Sewer Rate increase adjustments
Telecommunications	14,000	13,650	(350)	One-Time	Reductions made due to historical spending
Allocated Insurance	148,213	135,340	(12,873)	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.
Capital Outlay	12,600	-	(12,600)	One-Time	
Total Expense	1,873,794	1,424,786	(449,008)		

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

SUMMARY - PUBLIC WORKS							
EXPENSES	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
Salaries & Wages	564,024	651,721	651,721	642,512	349,392	(302,329)	-46.4%
Benefits	318,429	387,285	387,285	387,284	222,494	(164,791)	-42.6%
Contracted Services	220,526	206,875	206,875	163,175	217,543	10,668	5.2%
Services & Supplies	220,360	261,350	261,350	188,000	175,205	(86,145)	-33.0%
Equipment Rental/Maintenance	5,974	5,200	5,200	5,350	5,450	250	4.8%
Vehicle Expense	63,714	67,900	67,900	68,400	70,525	2,625	3.9%
Conference & Training Expense	527	1,000	1,000	100	300	(700)	-70.0%
Utilities	51,955	50,450	50,450	47,200	64,412	13,962	27.7%
Utilities-City	54,009	67,200	67,200	65,640	170,475	103,275	153.7%
Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
Allocated Insurance	117,549	148,213	148,213	148,213	135,340	(12,873)	-8.7%
Capital Outlay	43,210	12,600	12,600	9,100	-	(12,600)	-100.0%
Total Expense	1,672,896	1,873,794	1,873,794	1,737,974	1,424,786	(449,008)	-24.0%

Public Works							
Budget Expenditures							
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	488,113	601,946	601,946	601,947	388,202	(213,744)	-35.5%
4011 - Salaries - Part Time	19,321	-	-	-	-	-	0.0%
4012 - Overtime	23,319	25,700	25,700	18,570	19,340	(6,360)	-24.7%
4013 - Standby/Shift	5,867	9,150	9,150	7,070	7,850	(1,300)	-14.2%
4017 - Salaries - COVID-19	1,133	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	1,171	-	-	-	-	-	0.0%
4023 - One Time Payment	25,100	14,925	14,925	14,925	-	(14,925)	-100.0%
4990 - Staff Time Project Reimbursement	-	-	-	-	(66,000)	(66,000)	0.0%
Total Salaries & Wages	564,024	651,721	651,721	642,512	349,392	(302,329)	-46.4%
Benefits							
4100 - Employee Benefits	-	-	-	-	-	-	0.0%
4101 - Health in Lieu	1,000	1,209	1,209	1,210	-	(1,209)	-100.0%
4102 - Uniform Allowance	4,250	3,750	3,750	3,750	4,235	485	12.9%
4104 - Accrual in Lieu	757	-	-	-	67,680	67,680	0.0%
4105 - Medicare & Fica	8,343	8,728	8,728	8,728	5,629	(3,099)	-35.5%
4110 - CalPERS Employer Rate	154,364	193,244	193,244	193,243	38,328	(154,916)	-80.2%
4130 - Health Insurance	121,573	146,477	146,477	146,477	87,653	(58,824)	-40.2%
4140 - Retiree Health Insurance OPEB	9,405	9,400	9,400	9,400	-	(9,400)	-100.0%
4150 - Dental Insurance	14,055	16,254	16,254	16,254	8,295	(7,959)	-49.0%
4151 - Vision Insurance	1,512	1,766	1,766	1,766	875	(891)	-50.5%
4181 - Long Term Disability Insurance	1,806	2,847	2,847	2,847	7,024	4,177	146.7%
4182 - Short Term Disability Insurance	750	825	825	825	339	(486)	-58.9%
4183 - EAP (Employee Asst Prog)	194	840	840	840	735	(105)	-12.5%
4184 - Life Insurance	420	1,944	1,944	1,944	1,701	(243)	-12.5%
Total Benefits	318,429	387,285	387,285	387,284	222,494	(164,791)	-42.6%
Contracted Services							
4210 - Professional Contract Services	171,828	168,000	168,000	133,400	184,390	16,390	9.8%
4212 - Internet & Network /Technology Maint	-	1,575	1,575	1,575	1,653	78	5.0%
4213 - Building/Grounds Maintenance	38,000	32,300	32,300	25,000	29,000	(3,300)	-10.2%
4230 - Recruitment Services	10,697	5,000	5,000	3,200	2,500	(2,500)	-50.0%
Total Contracted Services	220,526	206,875	206,875	163,175	217,543	10,668	5.2%
Services & Supplies							
4310 - Office Supplies	635	2,000	2,000	600	630	(1,370)	-68.5%
4330 - Misc Supplies & Services	212,262	236,650	236,650	173,600	160,600	(76,050)	-32.1%
4332 - Janitorial & Safety Supplies	6,983	22,200	22,200	13,500	13,675	(8,525)	-38.4%
4340 - Postage & Printing	402	300	300	300	300	-	0.0%
4345 - Dues & Subscriptions	78	200	200	-	-	(200)	-100.0%
Total Services & Supplies	220,360	261,350	261,350	188,000	175,205	(86,145)	-33.0%
Equipment (under \$10K)							
4370 - Equipment(under \$10K)	-	-	-	-	-	-	0.0%
Total Equipment (under \$10K)	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	5,974	5,200	5,200	5,350	5,450	250	4.8%
Total Equipment Rental/Maintenance	5,974	5,200	5,200	5,350	5,450	250	4.8%
Vehicle Expense							
4380 - Vehicle Maintenance	25,769	31,100	31,100	31,600	31,885	785	2.5%
4390 - City Vehicle Fuel Expense	37,946	36,800	36,800	36,800	38,640	1,840	5.0%
Total Vehicle Expense	63,714	67,900	67,900	68,400	70,525	2,625	3.9%
Conference & Training Expense							
4510 - Conference & Training	400	500	500	-	200	(300)	-60.0%
4515 - Meetings & Travel	127	500	500	100	100	(400)	-80.0%
Total Conference & Training Expense	527	1,000	1,000	100	300	(700)	-70.0%
Utilities							

Public Works							
Budget Expenditures							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
4710 - Utilities - Gas & Electric	41,209	40,850	40,850	36,350	51,359	10,509	25.7%
4711 - Utilities - City Bill	54,009	67,200	67,200	65,640	170,475	103,275	153.7%
4712 - Utilities(Elec Vehicle Charging Stations)	9,058	7,300	7,300	9,050	10,408	3,108	42.6%
4721 - Utilities-Little League Elec	1,689	2,300	2,300	1,800	2,645	345	15.0%
Total Utilities	105,965	117,650	117,650	112,840	234,887	117,237	99.6%
Telecommunications							
4750 - Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
Total Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
Allocated Insurance							
4996 - Allocated Liability Insurance	77,621	88,450	88,450	88,450	82,960	(5,490)	-6.2%
4997 - Allocated Wrkrs Comp Insurance	39,928	59,763	59,763	59,763	52,380	(7,383)	-12.4%
Total Allocated Insurance	117,549	148,213	148,213	148,213	135,340	(12,873)	-8.7%
Capital Outlay							
5100 - Capital Outlay	43,210	12,600	12,600	9,100	-	(12,600)	-100.0%
Total Capital Outlay	43,210	12,600	12,600	9,100	-	(12,600)	-100.0%
Total Operation	1,672,896	1,873,794	1,873,794	1,737,974	1,424,786	(449,008)	-24.0%

Budget Expenditures							
Corporation Yard							
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	218,599	272,803	272,803	272,803	165,494	(107,309)	-39.3%
4011 - Salaries - Part Time	19,321	-	-	-	-	-	0.0%
4012 - Overtime	247	500	500	250	240	(260)	-52.0%
4017 - Salaries - COVID-19	273	-	-	-	-	-	0.0%
4023 - One Time Payment	6,100	4,550	4,550	4,550	-	(4,550)	-100.0%
4990 - Staff Time Project Reimbursement	-	-	-	-	(66,000)	(66,000)	0.0%
Total Salaries & Wages	244,540	277,853	277,853	277,603	99,734	(178,119)	-64.1%
Benefits							
4102 - Uniform Allowance	-	-	-	-	1,285	1,285	0.0%
4104 - Accrual in Lieu	757	-	-	-	67,680	67,680	0.0%
4105 - Medicare & Fica	3,471	3,956	3,956	3,956	2,400	(1,556)	-39.3%
4110 - CalPERS Employer Rate	65,811	73,878	73,878	73,878	17,422	(56,456)	-76.4%
4130 - Health Insurance	32,837	47,951	47,951	47,951	31,485	(16,466)	-34.3%
4140 - Retiree Health Insurance OPEB	9,405	9,400	9,400	9,400	(66,000)	(75,400)	-802.1%
4150 - Dental Insurance	3,825	5,201	5,201	5,201	2,903	(2,298)	-44.2%
4151 - Vision Insurance	411	573	573	573	314	(259)	-45.2%
4181 - Long Term Disability Insurance	828	1,211	1,211	1,211	2,187	976	80.6%
4182 - Short Term Disability Insurance	340	446	446	446	82	(364)	-81.6%
4183 - EAP (Employee Asst Prog)	47	140	140	140	140	(0)	0.0%
4184 - Life Insurance	109	324	324	324	324	-	0.0%
Total Benefits	117,841	143,080	143,080	143,080	60,222	(82,858)	-57.9%
Contracted Services							
4210 - Professional Contract Services	19,705	17,400	17,400	15,500	10,740	(6,660)	-38.3%
4212 - Internet & Network /Technology Maint	-	1,575	1,575	1,575	1,653	78	5.0%
4230 - Recruitment Services	10,697	5,000	5,000	3,200	2,500	(2,500)	-50.0%
Total Contracted Services	30,402	23,975	23,975	20,275	14,893	(9,082)	-37.9%
Services & Supplies							
4310 - Office Supplies	635	2,000	2,000	600	630	(1,370)	-68.5%
4330 - Misc Supplies & Services	11,984	15,800	15,800	13,500	11,700	(4,100)	-25.9%
4332 - Janitorial & Safety Supplies	499	2,500	2,500	2,500	2,625	125	5.0%
4340 - Postage & Printing	402	300	300	300	300	-	0.0%
4345 - Dues & Subscriptions	78	200	200	-	-	(200)	-100.0%
Total Services & Supplies	13,598	20,800	20,800	16,900	15,255	(5,545)	-26.7%
Equipment (under \$10K)							
4370 - Equipment(under \$10K)	-	-	-	-	-	-	0.0%
Total Equipment (under \$10K)	-	-	-	-	-	-	0.0%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	5,974	5,200	5,200	5,100	5,200	-	0.0%
Total Equipment Rental/Maintenance	5,974	5,200	5,200	5,100	5,200	-	0.0%
Vehicle Expense							
4380 - Vehicle Maintenance	25,769	28,700	28,700	30,000	30,135	1,435	5.0%
4390 - City Vehicle Fuel Expense	37,946	36,800	36,800	36,800	38,640	1,840	5.0%
Total Vehicle Expense	63,714	65,500	65,500	66,800	68,775	3,275	5.0%
Conference & Training Expense							
4510 - Conference & Training	400	500	500	-	200	(300)	-60.0%
4515 - Meetings & Travel	127	500	500	100	100	(400)	-80.0%
Total Conference & Training Expense	527	1,000	1,000	100	300	(700)	-70.0%
Utilities							
4710 - Utilities - Gas & Electric	3,223	6,000	6,000	3,600	6,900	900	15.0%
4711 - Utilities - City Bill	3,437	5,500	5,500	5,900	10,645	5,145	93.5%
Total Utilities	6,660	11,500	11,500	9,500	17,545	6,045	52.6%

Budget Expenditures							
Corporation Yard							
Telecommunications							
4750 - Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
Total Telecommunications	12,618	14,000	14,000	13,000	13,650	(350)	-2.5%
Allocated Insurance							
4996 - Allocated Liability Insurance	22,938	30,875	30,875	30,875	27,860	(3,015)	-9.8%
4997 - Allocated Wrkrs Comp Insurance	16,847	27,734	27,734	27,734	25,760	(1,974)	-7.1%
Total Allocated Insurance	39,785	58,609	58,609	58,609	53,620	(4,989)	-8.5%
Capital Outlay							
5100 - Capital Outlay	26,310	-	-	-	-	-	0.0%
Total Capital Outlay	26,310	-	-	-	-	-	0.0%
Total Operation	561,970	621,516	621,516	610,967	349,194	(272,322)	-43.8%

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		(43,560)	11	\$ (43,560)
4990 - Staff Time Project Reimbursement				
4990 - Staff Time Project Reimb	0903 Joe Rodota Trail third art commission - staff time for implementation	(6,000)	1	\$ (6,000)
4990 - Staff Time Project Reimb	0214-20.07 City Hall ADA Upgrades Staff Time (CDBG)	(40,000)	1	\$ (40,000)
	0214-20.07 City Hall ADA Upgrades (Building Reserve Fund)	(20,000)	1	\$ (20,000)
Total 4990 - Staff Time Project Reimb		(66,000)	3	\$ (66,000)
4210 - Professional Contract Services				
4210 - Professional Contract Services	Generator Air Quality Permitting	735	1	\$ 735
4210 - Professional Contract Services	Generator Service and Repairs	4,725	1	\$ 4,725
4210 - Professional Contract Services	HVAC Service and Repairs	1,500	1	\$ 1,500
4210 - Professional Contract Services	Security Monitoring	3,780	1	\$ 3,780
Total 4210 - Professional Contract Services		10,740	4	\$ 10,740
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Above Ground Fuel Tanks Inspections and Maintenance	3,200	1	\$ 3,200
4330 - Misc Supplies & Services	Aerial Utility Equipment Safety Certification	2,000	1	\$ 2,000
4330 - Misc Supplies & Services	Building Repairs and Upgrades	3,000	1	\$ 3,000
4330 - Misc Supplies & Services	Safety Supplies	3,500	1	\$ 3,500
Total 4330 - Misc Supplies & Services		11,700	4	\$ 11,700

THIS IS A DRAFT DOCUMENT
DATED: 6-19-2024 PUBLIC WORKS DEPARTMENT BUDGET

Budget Expenditures							
Streets Maintenance							
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	64,409	66,220	66,220	66,220	50,188	(16,032)	-24.2%
4012 - Overtime	16,006	16,000	16,000	9,000	9,450	(6,550)	-40.9%
4013 - Standby/Shift	1,421	3,400	3,400	2,200	2,300	(1,100)	-32.4%
4017 - Salaries - COVID-19	540	-	-	-	-	-	0.0%
4023 - One Time Payment	6,000	1,375	1,375	1,375	-	(1,375)	-100.0%
Total Salaries & Wages	88,375	86,995	86,995	78,795	61,938	(25,057)	-28.8%
Benefits							
4102 - Uniform Allowance	300	300	300	300	400	100	33.3%
4105 - Medicare & Fica	1,236	960	960	960	728	(232)	-24.2%
4110 - CalPERS Employer Rate	25,585	11,942	11,942	11,942	5,154	(6,788)	-56.8%
4130 - Health Insurance	16,438	15,055	15,055	15,055	12,703	(2,352)	-15.6%
4150 - Dental Insurance	1,845	1,602	1,602	1,602	1,304	(298)	-18.6%
4151 - Vision Insurance	202	177	177	177	138	(39)	-22.0%
4181 - Long Term Disability Insurance	168	329	329	329	895	565	171.8%
4182 - Short Term Disability Insurance	80	76	76	76	58	(18)	-24.1%
4183 - EAP (Employee Asst Prog)	23	105	105	105	105	-	0.0%
4184 - Life Insurance	55	243	243	243	243	-	0.0%
Total Benefits	45,930	30,791	30,791	30,789	21,728	(9,063)	-29.4%
Contracted Services							
4210 - Professional Contract Services	73,913	64,000	64,000	51,000	48,150	(15,850)	-24.8%
Total Contracted Services	73,913	64,000	64,000	51,000	48,150	(15,850)	-24.8%
Services & Supplies							
4330 - Misc Supplies & Services	139,188	143,400	143,400	98,000	91,000	(52,400)	-36.5%
4332 - Janitorial & Safety Supplies	1,995	2,200	2,200	1,500	1,500	(700)	-31.8%
Total Services & Supplies	141,183	145,600	145,600	99,500	92,500	(53,100)	-36.5%
Utilities							
4710 - Utilities - Gas & Electric	13,645	15,750	15,750	15,250	16,775	1,025	6.5%
4711 - Utilities - City Bill	6,967	10,100	10,100	10,000	18,475	8,375	82.9%
Total Utilities	20,612	25,850	25,850	25,250	35,250	9,400	36.4%
Allocated Insurance							
4996 - Allocated Liability Insurance	20,421	25,420	25,420	25,420	19,700	(5,720)	-22.5%
4997 - Allocated Wrkrs Comp Insurance	7,125	6,444	6,444	6,444	6,260	(184)	-2.9%
Total Allocated Insurance	27,546	31,864	31,864	31,864	25,960	(5,904)	-18.5%
Capital Outlay							
5100 - Capital Outlay	-	6,300	6,300	4,000	-	(6,300)	-100.0%
Total Capital Outlay	-	6,300	6,300	4,000	-	(6,300)	-100.0%
Total Operation	397,560	391,400	391,400	321,198	285,526	(105,874)	-27.1%

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		139,150	14	\$ 139,150
4210 - Professional Contract Services				
4210 - Professional Contract Services	Asset Management Software Maintenance Contract	3,050	1	\$ 3,050
4210 - Professional Contract Services	Pedestrian Crosswalk Lighting Safety Inspection	14,200	1	\$ 14,200
4210 - Professional Contract Services	Street Light Pole Repairs and Replacement	6,400	1	\$ 6,400
4210 - Professional Contract Services	Traffic Signal Inspections and Maintenance (CALTRANS)	16,500	1	\$ 16,500
4210 - Professional Contract Services	Traffic Signal Lighting Safety Inspections (Bodega at Jewell and Bodega at Pleasant Hill)	8,000	1	\$ 8,000
Total 4210 - Professional Contract Services		48,150	5	\$ 48,150
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services		-	0	\$ -
4330 - Misc Supplies & Services	Flood Sand and Sandbags	5,500	1	\$ 5,500
4330 - Misc Supplies & Services	Hazardous Materials Disposal	3,000	1	\$ 3,000
4330 - Misc Supplies & Services	OSHA Compliance Safety Equipment	2,500	1	\$ 2,500
4330 - Misc Supplies & Services	Pedestrian Crosswalk and Traffic Signal Lighting and Controls Repairs	16,500	1	\$ 16,500
4330 - Misc Supplies & Services	Storm Water Systems Repair materials	7,500	1	\$ 7,500
4330 - Misc Supplies & Services	Street and Sidewalk Repair Materials	29,500	1	\$ 29,500
4330 - Misc Supplies & Services	Street Landscaping Materials- Compost Plants and Irrigation	10,500	1	\$ 10,500
4330 - Misc Supplies & Services	Street Marking Maintenance Materials	5,500	1	\$ 5,500
4330 - Misc Supplies & Services	Street Sign Maintenance and Replacement Materials	10,500	1	\$ 10,500
Total 4330 - Misc Supplies & Services		91,000	9	\$ 91,000
5100 - Capital Outlay				
5100 - Capital Outlay		-	0	\$ -
Total 5100 - Capital Outlay		-	0	\$ -

THIS IS A DRAFT DOCUMENT
DATED: 6-19-2024 PUBLIC WORKS DEPARTMENT BUDGET

Budget Expenditures							
Parks & Landscape Maintenance							
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	133,154	175,454	175,454	175,454	136,742	(38,712)	-22.1%
4012 - Overtime	4,584	6,000	6,000	5,500	6,000	-	0.0%
4013 - Standby/Shift	2,182	3,500	3,500	2,600	3,000	(500)	-14.3%
4017 - Salaries - COVID-19	160	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	878	-	-	-	-	-	0.0%
4023 - One Time Payment	7,500	6,250	6,250	6,250	-	(6,250)	-100.0%
Total Salaries & Wages	148,457	191,204	191,204	189,804	145,742	(45,462)	-23.8%
Benefits							
4101 - Health in Lieu	500	605	605	605	-	(605)	-100.0%
4102 - Uniform Allowance	2,750	2,350	2,350	2,350	2,100	(250)	-10.6%
4105 - Medicare & Fica	2,346	2,544	2,544	2,544	1,983	(561)	-22.1%
4110 - CalPERS Employer Rate	44,497	78,031	78,031	78,031	12,121	(65,910)	-84.5%
4130 - Health Insurance	51,336	60,492	60,492	60,492	32,626	(27,866)	-46.1%
4150 - Dental Insurance	5,878	6,784	6,784	6,784	3,006	(3,778)	-55.7%
4151 - Vision Insurance	630	729	729	729	312	(417)	-57.2%
4181 - Long Term Disability Insurance	548	872	872	872	1,855	983	112.7%
4182 - Short Term Disability Insurance	224	202	202	202	158	(44)	-22.0%
4183 - EAP (Employee Asst Prog)	86	280	280	280	245	(35)	-12.5%
4184 - Life Insurance	176	648	648	648	567	(81)	-12.5%
Total Benefits	108,972	153,537	153,537	153,537	54,973	(98,564)	-64.2%
Contracted Services							
4210 - Professional Contract Services	7,179	15,000	15,000	12,000	5,500	(9,500)	-63.3%
Total Contracted Services	7,179	15,000	15,000	12,000	5,500	(9,500)	-63.3%
Services & Supplies							
4330 - Misc Supplies & Services	50,670	55,000	55,000	44,800	37,800	(17,200)	-31.3%
4332 - Janitorial & Safety Supplies	2,494	14,000	14,000	7,500	7,500	(6,500)	-46.4%
Total Services & Supplies	53,164	69,000	69,000	52,300	45,300	(23,700)	-34.3%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	-	-	-	250	250	250	0.0%
Total Equipment Rental/Maintenance	-	-	-	250	250	250	0.0%
Vehicle Expense							
4380 - Vehicle Maintenance	-	2,400	2,400	1,600	1,750	(650)	-27.1%
Total Vehicle Expense	-	2,400	2,400	1,600	1,750	(650)	-27.1%
Utilities							
4710 - Utilities - Gas & Electric	4,372	6,400	6,400	5,500	7,360	960	15.0%
4711 - Utilities - City Bill	39,688	45,000	45,000	44,000	122,610	77,610	172.5%
4721 - Utilities-Little League Elec	1,689	2,300	2,300	1,800	2,645	345	15.0%
Total Utilities	45,749	53,700	53,700	51,300	132,615	78,915	147.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	19,551	18,125	18,125	18,125	19,500	1,375	7.6%
4997 - Allocated Wrkrs Comp Insurance	10,093	17,073	17,073	17,073	13,900	(3,173)	-18.6%
Total Allocated Insurance	29,644	35,198	35,198	35,198	33,400	(1,798)	-5.1%
Capital Outlay							
5100 - Capital Outlay	-	6,300	6,300	5,100	-	(6,300)	-100.0%
Total Capital Outlay	-	6,300	6,300	5,100	-	(6,300)	-100.0%
Total Operation	393,165	526,339	526,339	501,089	419,530	(106,809)	-20.3%

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		43,300	9	\$ 43,300
4210 - Professional Contract Services				
4210 - Professional Contract Services	Annual Biological Surveys	1,500	1	\$ 1,500
4210 - Professional Contract Services	Burbank Farm Tree Safety Survey Maintenance	4,000	1	\$ 4,000
Total 4210 - Professional Contract Services		5,500	2	\$ 5,500
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services		-	0	\$ -
4330 - Misc Supplies & Services	Irrigation Supplies	4,100	1	\$ 4,100
4330 - Misc Supplies & Services	Ives Park Improvements-Parks Commission Plan	3,100	1	\$ 3,100
4330 - Misc Supplies & Services	Landscaping Supplies-Compost, Mulch, Plants	13,500	1	\$ 13,500
4330 - Misc Supplies & Services	Park Restroom Facility Repairs	5,500	1	\$ 5,500
4330 - Misc Supplies & Services	Park Site Furnishings Repair and Replacement	3,000	1	\$ 3,000
4330 - Misc Supplies & Services	Pet Waste Bags and Dispensers	2,600	1	\$ 2,600
4330 - Misc Supplies & Services	Playground Fall Zone Safety Fiber	6,000	1	\$ 6,000
Total 4330 - Misc Supplies & Services		37,800	7	\$ 37,800
5100 - Capital Outlay				
5100 - Capital Outlay		-	0	\$ -
Total 5100 - Capital Outlay		-	0	\$ -

*Report Contains Filters and Conditions

Budget Expenditures							
Parking Lot Maintenance							
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	48,589	57,989	57,989	57,989	24,085	(33,904)	-58.5%
4012 - Overtime	1,194	1,400	1,400	1,750	1,750	350	25.0%
4013 - Standby/Shift	1,494	1,400	1,400	1,120	1,400	-	0.0%
4017 - Salaries - COVID-19	160	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	146	-	-	-	-	-	0.0%
4023 - One Time Payment	4,000	2,000	2,000	2,000	-	(2,000)	-100.0%
Total Salaries & Wages	55,583	62,789	62,789	62,859	27,235	(35,554)	-56.6%
Benefits							
4101 - Health in Lieu	500	605	605	605	-	(605)	-100.0%
4102 - Uniform Allowance	900	800	800	800	350	(450)	-56.3%
4105 - Medicare & Fica	859	841	841	841	349	(492)	-58.5%
4110 - CalPERS Employer Rate	10,583	17,201	17,201	17,201	2,167	(15,034)	-87.4%
4130 - Health Insurance	14,297	16,001	16,001	16,001	8,596	(7,405)	-46.3%
4150 - Dental Insurance	1,749	1,918	1,918	1,918	859	(1,059)	-55.2%
4151 - Vision Insurance	191	209	209	209	90	(119)	-56.9%
4181 - Long Term Disability Insurance	193	288	288	288	1,789	1,501	520.7%
4182 - Short Term Disability Insurance	77	67	67	67	28	(39)	-58.2%
4183 - EAP (Employee Asst Prog)	28	245	245	245	210	(35)	-14.3%
4184 - Life Insurance	61	567	567	567	486	(81)	-14.3%
Total Benefits	29,439	38,740	38,740	38,742	14,924	(23,816)	-61.5%
Contracted Services							
4210 - Professional Contract Services	16,304	7,700	7,700	6,900	7,700	-	0.0%
Total Contracted Services	16,304	7,700	7,700	6,900	7,700	-	0.0%
Services & Supplies							
4330 - Misc Supplies & Services	686	9,500	9,500	6,500	5,500	(4,000)	-42.1%
Total Services & Supplies	686	9,500	9,500	6,500	5,500	(4,000)	-42.1%
Utilities							
4710 - Utilities - Gas & Electric	10,592	8,300	8,300	8,000	9,545	1,245	15.0%
4711 - Utilities - City Bill	2,719	4,500	4,500	3,700	12,000	7,500	166.7%
4712 - Utilities(Elec Vehicle Charging Stations)	9,058	7,300	7,300	9,050	10,408	3,108	42.6%
Total Utilities	22,369	20,100	20,100	20,750	31,953	11,853	59.0%
Allocated Insurance							
4996 - Allocated Liability Insurance	5,323	5,630	5,630	5,630	6,600	970	17.2%
4997 - Allocated Wrkrs Comp Insurance	3,785	5,643	5,643	5,643	4,300	(1,343)	-23.8%
Total Allocated Insurance	9,108	11,273	11,273	11,273	10,900	(373)	-3.3%
Total Operation	133,488	150,103	150,103	147,024	98,212	(51,891)	-34.6%

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		13,200	4	\$ 13,200
4210 - Professional Contract Services				
4210 - Professional Contract Services	EV Charging Station Maintenance Contract (City Owned)	7,700	1	\$ 7,700
Total 4210 - Professional Contract Services		7,700	1	\$ 7,700
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Landscape Maintenance Supplies	2,500	1	\$ 2,500
4330 - Misc Supplies & Services	Street Markings- Paint and Thermoplastic	500	1	\$ 500
4330 - Misc Supplies & Services	Tree Maintenance and Replacement	2,500	1	\$ 2,500
Total 4330 - Misc Supplies & Services		5,500	3	\$ 5,500

THIS IS A DRAFT DOCUMENT
DATED: 6-19-2024 PUBLIC WORKS DEPARTMENT BUDGET

Budget Expenditures							
Government Building							
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	23,363	29,481	29,481	29,481	11,693	(17,788)	-60.3%
4012 - Overtime	1,289	1,800	1,800	2,070	1,900	100	5.6%
4013 - Standby/Shift	770	850	850	1,150	1,150	300	35.3%
4017 - Salaries - COVID-19	-	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	146	-	-	-	-	-	0.0%
4023 - One Time Payment	1,500	750	750	750	-	(750)	-100.0%
Total Salaries & Wages	27,069	32,881	32,881	33,451	14,743	(18,138)	-55.2%
Benefits							
4102 - Uniform Allowance	300	300	300	300	100	(200)	-66.7%
4105 - Medicare & Fica	431	427	427	427	170	(257)	-60.2%
4110 - CalPERS Employer Rate	7,888	12,191	12,191	12,191	1,464	(10,727)	-88.0%
4130 - Health Insurance	6,665	6,978	6,978	6,978	2,244	(4,734)	-67.8%
4150 - Dental Insurance	758	749	749	749	223	(526)	-70.2%
4151 - Vision Insurance	79	78	78	78	22	(56)	-71.8%
4181 - Long Term Disability Insurance	69	147	147	147	298	151	103.4%
4182 - Short Term Disability Insurance	28	34	34	34	13	(21)	-61.7%
4183 - EAP (Employee Asst Prog)	10	70	70	70	35	(35)	-50.0%
4184 - Life Insurance	20	162	162	162	81	(81)	-50.0%
Total Benefits	16,247	21,137	21,137	21,136	4,650	(16,487)	-78.0%
Contracted Services							
4210 - Professional Contract Services	54,728	63,900	63,900	48,000	112,300	48,400	75.7%
4213 - Building/Grounds Maintenance	38,000	32,300	32,300	25,000	29,000	(3,300)	-10.2%
Total Contracted Services	92,728	96,200	96,200	73,000	141,300	45,100	46.9%
Services & Supplies							
4330 - Misc Supplies & Services	9,733	12,950	12,950	10,800	14,600	1,650	12.7%
4332 - Janitorial & Safety Supplies	1,995	3,500	3,500	2,000	2,050	(1,450)	-41.4%
Total Services & Supplies	11,728	16,450	16,450	12,800	16,650	200	1.2%
Utilities							
4710 - Utilities - Gas & Electric	9,377	4,400	4,400	4,000	10,779	6,379	145.0%
4711 - Utilities - City Bill	1,198	2,100	2,100	2,040	6,745	4,645	221.2%
Total Utilities	10,575	6,500	6,500	6,040	17,524	11,024	169.6%
Allocated Insurance							
4996 - Allocated Liability Insurance	9,388	8,400	8,400	8,400	9,300	900	10.7%
4997 - Allocated Wrkrs Comp Insurance	2,078	2,869	2,869	2,869	2,160	(709)	-24.7%
Total Allocated Insurance	11,466	11,269	11,269	11,269	11,460	191	1.7%
Capital Outlay							
5100 - Capital Outlay	16,900	-	-	-	-	-	0.0%
Total Capital Outlay	16,900	-	-	-	-	-	0.0%
Total Operation	186,713	184,437	184,437	157,696	206,327	21,890	11.9%

City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		155,900	16	\$ 155,900
4210 - Professional Contract Services				
4210 - Professional Contract Services	Generator Air Quality Permitting	1,300	1	\$ 1,300
4210 - Professional Contract Services	HVAC Maintenance Service and Repairs	17,200	1	\$ 17,200
4210 - Professional Contract Services	Janitorial Cleaning Services	17,400	1	\$ 17,400
4210 - Professional Contract Services	Pest Control and Exclusion	6,800	1	\$ 6,800
4210 - Professional Contract Services	Police Dept. and Fire Dept. Generator Maintenance Testing and Repairs	9,500	1	\$ 9,500
4210 - Professional Contract Services	Security System Monitoring and Maintenance - Public Works	1,500	1	\$ 1,500
4210 - Professional Contract Services	Security System Monitoring and Maintenance - City Hall	4,100	1	\$ 4,100
4210 - Professional Contract Services	Solar PV Maintenance Agreement	2,500	1	\$ 2,500
4210 - Professional Contract Services	Park Village Management Contract	52,000	1	\$ 52,000
Total 4210 - Professional Contract Services		112,300	9	\$ 112,300
4213 - Building/Grounds Maintenance				
4213 - Building/Grounds Maintenance	Facility Improvements and Grounds Maintenance	4,500	1	\$ 4,500
4213 - Building/Grounds Maintenance	Fire Department Dry rot and Gutter Repairs	20,000	1	\$ 20,000
4213 - Building/Grounds Maintenance	Park Village Maintenance and Repairs	4,500	1	\$ 4,500
Total 4213 - Building/Grounds Maintenance		29,000	3	\$ 29,000
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Electrical and Lighting Repairs	3,500	1	\$ 3,500
4330 - Misc Supplies & Services	General Building Maintenance- Paint, Plumbing, Roof Repairs	5,500	1	\$ 5,500
4330 - Misc Supplies & Services	Work Space Improvements	4,100	1	\$ 4,100
4330 - Misc Supplies & Services	Landscape Maintenance Supplies- Compost, Mulch, Plants	1,500	1	\$ 1,500
Total 4330 - Misc Supplies & Services		14,600	4	\$ 14,600