

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2019-20**

Department: **PUBLIC WORKS
(01300)**
Function: **General**
Activity: **Property Management**
Fund: **General**

| | <u>ACTUAL 2017-18</u> | <u>BOARD APPROVED 2018-19</u> | <u>DEPARTMENT REQUEST 2019-20</u> | <u>CAO RECOMMENDED 2019-20</u> |
|---|---------------------------|---------------------------------------|---|--|
| <u>ESTIMATED REVENUES:</u> | | | | |
| LICENSES, PERMITS & FRANCHISES | | | | |
| 620700 Other Licenses and Permits | 1,326 | 0 | 0 | 0 |
| 620710 Grading Permits | 61,302 | 60,000 | 47,000 | 47,000 |
| TOTAL LICENSES, PERMITS & FRANCHISES | 62,628 | 60,000 | 47,000 | 47,000 |
| INTERGOVERNMENTAL REVENUES | | | | |
| 659025 Other Governmental Revenue | 15,135 | 0 | 14,500 | 14,500 |
| TOTAL INTERGOVERNMENTAL REVENUES | 15,135 | 0 | 14,500 | 14,500 |
| CHARGES FOR CURRENT SERVICES | | | | |
| 660806 Eng. Services - Development Review Fees | 79,575 | 65,000 | 86,500 | 86,500 |
| 661708 RD & ST SVCS - Measure T Reimb | 403 | 0 | 0 | 0 |
| 662700 Other Charges for Services | 1,373,913 | 0 | 50,000 | 50,000 |
| 662749 SD - Application Fees | 3,700 | 0 | 3,500 | 3,500 |
| 662800 Interfund Revenue | 492,859 | 2,541,490 | 4,185,577 | 4,185,577 |
| TOTAL CHARGES FOR CURRENT SERVICES | 1,950,450 | 2,606,490 | 4,325,577 | 4,325,577 |
| MISCELLANEOUS REVENUE | | | | |
| 670000 Intrafund Revenue | 88,160 | 532,366 | 0 | 0 |
| 672000 Other Sales | 1 | 0 | 0 | 0 |
| 673000 Intrafund Revenue | 3,242 | 0 | 0 | 0 |
| 673904 Misc Reimb. -Salary/Benefits | 770,884 | 882,935 | 0 | 0 |
| TOTAL MISCELLANEOUS REVENUE | 862,286 | 1,415,301 | 0 | 0 |
| <u>TOTAL ESTIMATED REVENUES</u> | <u>2,890,499</u> | <u>4,081,791</u> | <u>4,387,077</u> | <u>4,387,077</u> |

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| | <u>ACTUAL</u> <u>2017-18</u> | <u>BOARD</u> <u>APPROVED</u> <u>2018-19</u> | <u>DEPARTMENT</u> <u>REQUEST</u> <u>2019-20</u> | <u>CAO</u> <u>RECOMMENDED</u> <u>2019-20</u> |
|---|---------------------------------|---|---|--|
| <u>EXPENDITURES:</u> | | | | |
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 710102 Permanent Salaries | 1,815,230 | 2,284,320 | 2,392,146 | 2,392,146 |
| 710103 Extra Help | 143,878 | 129,054 | 0 | 0 |
| 710105 Overtime | 3,542 | 6,000 | 6,000 | 6,000 |
| 710200 Retirement | 590,207 | 797,249 | 826,970 | 826,970 |
| 710300 Health Insurance | 234,944 | 367,907 | 397,762 | 397,762 |
| 710400 Workers' Compensation Insurance | 129,761 | 129,761 | 129,761 | 129,761 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | 2,917,562 | 3,714,291 | 3,752,639 | 3,752,639 |
| SERVICES & SUPPLIES | | | | |
| 720300 Communications | 8,695 | 5,500 | 9,500 | 9,500 |
| 720500 Household Expenses | 7,985 | 0 | 8,000 | 8,000 |
| 720800 Maintenance - Equipment | 35 | 150 | 150 | 150 |
| 721100 Memberships | 2,946 | 17,400 | 16,000 | 16,000 |
| 721300 Office Expense | 23,580 | 45,000 | 25,000 | 25,000 |
| 721305 Subscriptions | 121 | 100 | 0 | 0 |
| 721314 Computer Equipment | 3,680 | 20,000 | 10,000 | 10,000 |
| 721400 Professional & Specialized Services | 73,456 | 300,000 | 310,000 | 310,000 |
| 721426 Software | 1,100 | 4,000 | 4,000 | 4,000 |
| 721500 Publications & Legal Notices | 1,529 | 3,100 | 2,500 | 2,500 |
| 721600 Rents & Leases - Equipment | 0 | 40,000 | 15,000 | 15,000 |
| 721602 Rents & Leases - Other Equip | 17,677 | 26,000 | 26,500 | 26,500 |
| 721800 Small Tools & Instruments | 0 | 250 | 0 | 0 |
| 721900 Special Departmental Expense | 7,361 | 6,000 | 5,000 | 5,000 |
| 722000 Transportation & Travel | 31,958 | 50,000 | 45,000 | 45,000 |
| 722100 Utilities | 14,563 | 0 | 25,500 | 25,500 |
| TOTAL SERVICES & SUPPLIES | 194,686 | 517,500 | 502,150 | 502,150 |

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| | <u>ACTUAL 2017-18</u> | <u>BOARD APPROVED 2018-19</u> | <u>DEPARTMENT REQUEST 2019-20</u> | <u>CAO RECOMMENDED 2019-20</u> |
|---|---------------------------|---------------------------------------|---|--|
| OTHER CHARGES | | | | |
| 731401 Interfund Expend- Cost Plan | 0 | 0 | 282,288 | 282,288 |
| TOTAL OTHER CHARGES | 0 | 0 | 282,288 | 282,288 |
| TOTAL EXPENDITURES | <u>3,112,248</u> | <u>4,231,791</u> | <u>4,537,077</u> | <u>4,537,077</u> |
| <u>NET COUNTY COST (EXP - REV)</u> | <u>221,749</u> | <u>150,000</u> | <u>150,000</u> | <u>150,000</u> |

PUBLIC WORKS

COMMENTS

In the fall of 2014, the Board of Supervisors approved the creation of the Public Works Department and placed Roads, Special Districts, and Engineering under the umbrella of the Public Works Department under the direction of the Public Works Director (formerly, the Road Commissioner). The Public Works Department has responsibility over the following funds with individual budgets:

| | |
|--------------------------------|-------|
| Public Works | 01300 |
| • Refuse Disposal (Liner Fund) | 11100 |
| • Special District Services | 01340 |
| • Roads | 11800 |
| • Transit | 63860 |

Effective Fiscal Year 2017-18, all Public Works administrative and services staff and expenses that are allocable to multiple projects and reimbursed from multiple funds were budgeted in the new Public Works Org 01300. All field staff and expenses special to each fund are still budgeted in the respective fund. It should be noted that oversight of the Flood Control Org 15010 was transferred to the Water and Natural Resources Department effective Fiscal Year 2018-19. Staff from the Special Districts Org (01340) and Roads Org (11800) that provide services to multiple projects in various funds are consolidated into the Public Works Org (01300).

ESTIMATED REVENUES

- 620710** **Grading Permits** (\$47,000) is recommended based on the expected revenues from grading permits issued.
- 659025** **Other Governmental Revenue** (\$14,500) is recommended based on the expected Automation Fee collected from permits issued.
- 660806** **Engineering Services** (\$86,500) is recommended based on the expected revenues for the review of engineering plans.
- 662700** **Other Charges for Services** (\$50,000) is recommended based on the expected revenues from grading permits issued.
- 662749** **SD Application Fees** (\$3,500) is recommended based on the expected revenues from applications of owners registering for services within water/wastewater districts.
- 662800** **Interfund Revenues** (\$4,185,577) is recommended based on anticipated reimbursements for administrative services provided for Roads (11801), Solid Waste (11100), and all of the Special Districts and Community Service areas.

PUBLIC WORKS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,392,146) is recommended based on the cost of recommended staffing.
- 710103** **Extra Help** (\$0) is not recommended.
- 710105** **Overtime** (\$6,000) is recommended based on the cost of recommended staffing and historical costs.
- 710200** **Retirement** (\$826,970) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$397,762) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$129,761) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$9,500) is recommended increased \$4,000 for telephone, cell phone, internet, answering service costs, and remote video camera monitoring services. Some costs can be directly billed/reimbursed by other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.
- 720500** **Household Expense** (\$8,000) is recommended for costs associated with janitorial services. These expenses are factored into the Administrative overhead rate.
- 720800** **Maintenance - Equipment** (\$150) is recommended unchanged based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment. These expenses are factored into the Administrative overhead rate.
- 721100** **Memberships** (\$16,000) is recommended for memberships to: County Engineers Association; Regional Water Management Group; the American Water Works Association, the California Rural Water Association, the California Special Districts Association, and the California Water Environment Association; the Solid Waste Association of North America; and the Environmental Services Joint Powers Authority. Some costs can be directly billed/reimbursed by other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 721300** **Office Expense** (\$25,000) is recommended for office supplies based on the current and projected staffing levels. Some costs can be directly billed/reimbursed by other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.
- 721305** **Subscriptions** (\$0) is not recommended.
- 721314** **Computer Equipment** (\$10,000) is recommended to fund the purchase of new computers and monitors based on the current and projected staffing levels and to get all computers to an upgradeable version of Windows 10. Some costs can be directly billed/reimbursed by other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.
- 721400** **Professional & Specialized Services** (\$310,000) is recommended to fund the continued need for an outside surveyor and other engineering consultants. Some costs can be directly billed/reimbursed by projects and/or other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.
- 721426** **Software** (\$4,000) is recommended for two licenses for AutoCAD Civil 3D, and one license for WaterCAD. These costs are factored into the Administrative overhead rate.
- 721500** **Publications & Legal Notices** (\$2,500) is recommended for publishing official notices and required newspaper announcements. Some costs can be directly billed/reimbursed by other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.
- 721600** **Rents & Leases - Equipment** (\$15,000) is recommended for the rental of vehicles from Central Garage.
- 721602** **Rents & Leases-Other Equipment** (\$26,500) is recommended for the rental/lease of copier equipment.
- 721800** **Small Tools & Instruments** (\$0) is not recommended.
- 721900** **Special Departmental Expense** (\$5,000) is recommended for required State Fish & Game fees for any lake and stream bed alterations and the renewal for Civil Engineers' licenses. Some costs can be directly billed/reimbursed by other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$45,000) is recommended based on current and projected expenses to provide out-of-county travel, private mileage reimbursement, and training. Some costs can be directly billed/reimbursed by other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.

722100 **Utilities** (\$25,500) is recommended for expenses related to Public Work's share of utilities of the Government Center.

OTHER CHARGES

731401 **Interfund Expend-Cost Plan** (\$282,288) is recommended for expenses related to Public Work's share of A-87 (cost allocation plan) charges. Expenses are factored into the Administrative overhead rate.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2019-20**

Department: **PUBLIC WORKS
(01300)**
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Activity: **Property Management**
Fund: **General**

| <u>JCN</u> | <u>CLASSIFICATION</u> | <u>2018-19 Authorized Positions</u> | | <u>2019-20 Proposed Positions</u> | | <u>Y-O-Y Changes in Positions</u> | | <u>Notes</u> |
|------------|---------------------------------------|---|-----------------|---|-----------------|---|-----------------|--------------|
| | | <u>Funded</u> | <u>Unfunded</u> | <u>Funded</u> | <u>Unfunded</u> | <u>Funded</u> | <u>Unfunded</u> | |
| 3349 | Accounting Technician I | | | | | | | |
| 3354 | Accounting Technician II or | 1.0 | - | 1.0 | - | - | - | |
| 3349 | Accounting Technician I | | | | | | | |
| 3354 | Accounting Technician II or | | | | | | | |
| 3354 | Senior Accounting Technician | 1.0 | - | 1.0 | - | - | - | |
| 3205 | Administrative Analyst I or | | | | | | | |
| 3206 | Administrative Analyst II | 1.0 | - | 2.0 | - | 1.0 | - | A |
| 3205 | Administrative Analyst I or | | | | | | | |
| 3206 | Administrative Analyst II | | | | | | | |
| 3209 | Senior Administrative Analyst | 1.0 | - | 2.0 | - | 1.0 | - | B |
| 3610 | Administrative Assistant | 1.0 | - | 1.0 | - | - | - | |
| 3303 | Assistant Engineer | 1.0 | - | 1.0 | - | - | - | |
| 4202 | Engineer I or | | | | | | | |
| 4203 | Engineer II or | | | | | | | |
| 4204 | Engineer III | 6.0 | 1.0 | 6.0 | - | - | (1.0) | |
| 3743 | Deputy Public Works Director | 2.0 | - | 2.0 | - | - | - | |
| TBD | Deputy Public Works Director - Admin. | 1.0 | - | 1.0 | - | - | - | |
| 3234 | Development Services Engineer | 1.0 | - | 1.0 | - | - | - | |
| 2142 | Director of Public Works | 1.0 | - | 1.0 | - | - | - | |
| 3304 | Engineering Aide | 1.0 | - | 1.0 | - | - | - | |
| 3305 | Engineering Technician | 4.0 | 1.0 | 4.0 | - | - | (1.0) | |

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| | 2018-19 Authorized Positions | | 2019-20 Proposed Positions | | Y-O-Y Changes in Positions | | |
|--|---|------------|---|------------|---|--------------|---|
| 3656 Office Services Supervisor I or 3655 Office Services Supervisor II | 1.0 | - | - | - | (1.0) | - | A |
| 3636 Program Assistant I or 3637 Program Assistant II or Sr. Program Assistant | 6.0 | 1.0 | 7.0 | | 1.0 | | C |
| 3329 Program Manager | 1.0 | - | 1.0 | 1.0 | - | 1.0 | D |
| 3244 Public Works Inspector | 1.0 | - | 1.0 | - | - | - | |
| 3310 Real Property Agent | 1.0 | - | 1.0 | - | - | - | |
| TBD Supervising Civil Engineer | 2.0 | - | 2.0 | - | - | - | |
| TOTAL | 34.0 | 3.0 | 36.0 | 1.0 | 2.0 | (1.0) | |

NOTES:

- A - The Office Services Supervisor II was converted to an Administrative Analyst I/II in FY 18. One Administrative Analyst I/II is added and will be compensated with revenue from 01340, 11801 and 11100.
- B- The 2 current Administrative Analyst I/II are being flexibly staffed through a Senior.
- C- 1 Program Assistant is being added. This position has been staffed as Extra Help in the past. There is no additional cost.
- D- The Program Manager was eliminated with the creation of the Deputy Director of Administrative Services