

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2020-21**

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

	BOARD APPROVED <u>2019-20</u>	CAO BASELINE <u>2020-21</u>	DEPARTMENT REQUEST <u>2020-21</u>	CAO RECOMMENDED <u>2020-21</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620710 Grading Permits	47,000	47,000	40,000	40,000
TOTAL LICENSES, PERMITS & FRANCHISES	47,000	47,000	40,000	40,000
INTERGOVERNMENTAL REVENUES				
659025 Other Governmental Revenue	14,500	14,500	4,500	4,500
TOTAL INTERGOVERNMENTAL REVENUES	14,500	14,500	4,500	4,500
CHARGES FOR CURRENT SERVICES				
660806 Eng. Services - Development Review Fees	86,500	86,500	87,000	87,000
662700 Other Charges for Services	50,000	50,000	1,700,000	1,700,000
662749 SD - Application Fees	3,500	3,500	3,750	3,750
662800 Interfund Revenue	4,185,577	4,185,577	2,345,410	2,345,410
TOTAL CHARGES FOR CURRENT SERVICES	4,325,577	4,325,577	4,136,160	4,136,160
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	0	0	250,000	250,000
673904 Misc Reimb. -Salary/Benefits	0	0	15,000	15,000
TOTAL MISCELLANEOUS REVENUE	0	0	265,000	265,000
<u>TOTAL ESTIMATED REVENUES</u>	<u>4,387,077</u>	<u>4,387,077</u>	<u>4,445,660</u>	<u>4,445,660</u>

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<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	2,392,146	2,392,146	2,399,486	2,399,486
710103 Extra Help	0	0	54,000	54,000
710105 Overtime	6,000	6,000	6,500	6,500
710200 Retirement	826,970	826,970	917,807	917,807
710300 Health Insurance	397,762	397,762	343,136	343,136
710400 Workers' Compensation Insurance	129,761	129,761	129,761	129,761
TOTAL SALARIES & EMPLOYEE BENEFITS	3,752,639	3,752,639	3,850,690	3,850,690
SERVICES & SUPPLIES				
720300 Communications	9,500	9,500	9,800	9,800
720500 Household Expenses	8,000	8,000	16,000	16,000
720800 Maintenance - Equipment	150	150	150	150
721100 Memberships	16,000	16,000	15,000	15,000
721300 Office Expense	25,000	25,000	22,000	22,000
721305 Subscriptions	0	0	2,000	2,000
721314 Computer Equipment	10,000	10,000	5,000	5,000
721400 Professional & Specialized Services	310,000	310,000	300,000	300,000
721426 Software	4,000	4,000	2,500	2,500
721500 Publications & Legal Notices	2,500	2,500	2,500	2,500
721600 Rents & Leases - Equipment	15,000	15,000	5,800	5,800
721602 Rents & Leases - Other Equipt	26,500	26,500	23,000	23,000
721900 Special Departmental Expense	5,000	5,000	3,750	3,750
722000 Transportation & Travel	45,000	45,000	40,000	40,000
722100 Utilities	25,500	25,500	30,400	30,400
TOTAL SERVICES & SUPPLIES	502,150	502,150	477,900	477,900

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OTHER CHARGES				
731401 Interfund Expend- Cost Plan	282,288	282,288	257,203	257,203
TOTAL OTHER CHARGES	282,288	282,288	257,203	257,203
TOTAL EXPENDITURES	<u>4,537,077</u>	<u>4,537,077</u>	<u>4,585,793</u>	<u>4,585,793</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>150,000</u>	<u>150,000</u>	<u>140,133</u>	<u>140,133</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** (\$40,000) is recommended based on the expected revenues from grading permits issued.
- 659025** **Other Governmental Revenue** (\$4,500) is recommended based on the expected Automation Fee collected from permits issued.
- 660806** **Engineering Services** (\$87,000) is recommended based on the expected revenues for the review of engineering plans.
- 662700** **Other Charges for Services** (\$1,700,000) is recommended based on the expected revenues from Engineering time spent on Special District projects.
- 662749** **SD Application Fees** (\$3,750) is recommended based on the expected revenues from applications of owners registering for services within water/wastewater districts.
- 662800** **Interfund Revenues** (\$2,345,410) 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

ESTIMATED REVENUES (continued)

- 670000** **Intrafund Revenue** (\$250,000) recommended based on anticipated reimbursements for administrative services provided for Special Diistricts (01340).
- 673904** **Miscellaneous Reimbursement** (\$15,000) recommended based on anticipated reimbursements for administrative services and potential refunds.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,399,486) is recommended based on the cost of recommended staffing.
- 710103** **Extra Help** (\$54,000) is recommended for one position within the Administrative Division.
- 710105** **Overtime** (\$6,500) is recommended based on the cost of recommended staffing and historical costs.
- 710200** **Retirement** (\$917,807) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$343,136) 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** (\$9,800) is recommended increased \$300 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** (\$16,000) is recommended for costs associated with janitorial services. These expenses are factored into the Administrative overhead rate.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 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** (\$15,000) 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.
- 721300** **Office Expense** (\$22,000) is recommended reduced \$3,000 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** (\$2,000) is recommended for software subscriptions.
- 721314** **Computer Equipment** (\$5,000) is recommended reduced \$5,000 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** (\$300,000) 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** (\$2,500) is recommended reduced \$1,500 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.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$5,800) is recommended for the rental of vehicles from Central Garage.
- 721602** **Rents & Leases-Other Equipment** (\$23,000) is recommended for the rental/lease of copier equipment.
- 721900** **Special Departmental Expense** (\$3,750) 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.
- 722000** **Transportation & Travel** (\$40,000) 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** (\$30,400) is recommended for expenses related to Public Work's share of utilities of the Government Center.

OTHER CHARGES

- 731401** **Interfund Expend-Cost Plan** (\$257,203) 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.

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BUDGET UNIT POSITION SUMMARY
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20 Authorized Positions</u>		<u>2020-21 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	2.0	-	2.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II							
3209	Senior Administrative Analyst	2.0	-	2.0	-	-	-	
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	-	-	-	
4118	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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3656 Office Services Supervisor I or							
3655 Office Services Supervisor II	-	-	-	-	-	-	
3636 Program Assistant I or							
3637 Program Assistant II or	6.0	-	6.0	-		-	
3654 Sr. Program Assistant	1.0	-	1.0	-	-		A
3329 Program Manager	1.0	1.0	1.0	1.0	-	-	
3244 Public Works Inspector	1.0	-	1.0	-	-	-	
3310 Real Property Agent	1.0	-	1.0	-	-	-	
Solid Waste Manager	-	-	1.0	-	1.0	-	
TOTAL	34.0	3.0	35.0	3.0	1.0	-	

NOTES:

A Only one (1) Program Assistant position is to be flexed up to the senior level