

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2021-22**

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

	<u>ACTUAL 2019-20</u>	<u>BOARD APPROVED 2020-21</u>	<u>DEPARTMENT REQUEST 2021-22</u>	<u>CAO RECOMMENDED 2021-22</u>
<b><u>ESTIMATED REVENUES:</u></b>				
LICENSES, PERMITS & FRANCHISES				
620710 Grading Permits	39,529	40,000	42,400	42,400
<b>TOTAL LICENSES, PERMITS &amp; FRANCHISES</b>	<b>39,529</b>	<b>40,000</b>	<b>42,400</b>	<b>42,400</b>
INTERGOVERNMENTAL REVENUES				
654000 State - Other	2,573	0	0	0
659025 Special Revenue	4,488	0	0	0
659025 Other Governmental Revenue	0	4,500	3,750	3,750
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>7,060</b>	<b>4,500</b>	<b>3,750</b>	<b>3,750</b>
CHARGES FOR CURRENT SERVICES				
660805 Planning Services	47	0	0	0
660806 Eng. Services - Development Review Fees	79,665	87,000	110,000	110,000
662700 Other Charges for Services	2,333,869	1,700,000	2,795,941	2,795,941
662749 SD - Application Fees	2,860	3,750	3,000	3,000
662780 SD - Admin Overhead	94,373	0	0	0
662800 Interfund Revenue	373,575	2,345,410	915,000	915,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>2,884,389</b>	<b>4,136,160</b>	<b>3,823,941</b>	<b>3,823,941</b>
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	39,816	250,000	300,000	300,000
673000 Miscellaneous	2,222	0	0	0
673904 Misc Reimb. -Salary/Benefits	11,027	15,000	11,550	11,550
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>53,065</b>	<b>265,000</b>	<b>311,550</b>	<b>311,550</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>2,984,043</u></b>	<b><u>4,445,660</u></b>	<b><u>4,181,641</u></b>	<b><u>4,181,641</u></b>

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<b><u>EXPENDITURES:</u></b>				
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	1,911,071	2,399,486	2,384,132	2,384,132
710103 Extra Help	106,770	54,000	0	0
710105 Overtime	7,086	6,500	6,500	6,500
710200 Retirement	691,020	917,807	950,760	950,760
710300 Health Insurance	234,343	343,136	356,221	356,221
710400 Workers' Compensation Insurance	129,761	129,761	129,761	129,761
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>3,080,052</b>	<b>3,850,690</b>	<b>3,827,374</b>	<b>3,827,374</b>
<b>SERVICES &amp; SUPPLIES</b>				
720300 Communications	9,499	9,800	26,000	26,000
720500 Household Expenses	17,697	16,000	12,000	12,000
720800 Maintenance - Equipment	147	150	100	100
721100 Memberships	16,197	15,000	15,000	15,000
721300 Office Expense	18,978	22,000	13,000	13,000
721305 Subscriptions	8,592	2,000	3,500	3,500
721314 Computer Equipment	1,129	5,000	5,000	5,000
721400 Professional & Specialized Services	151,773	300,000	200,000	200,000
721426 Software	0	2,500	2,000	2,000
721500 Publications & Legal Notices	3,473	2,500	2,000	2,000
721600 Rents & Leases - Equipment	5,785	5,800	0	0
721601 Rents & Leases - Co Vehicle	0	0	5,800	5,800
721602 Rents & Leases - Other Equipt	21,036	23,000	0	0
721900 Special Departmental Expense	4,766	3,750	2,000	2,000
722000 Transportation & Travel	32,490	40,000	10,000	10,000
722100 Utilities	24,269	30,400	35,000	35,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>315,830</b>	<b>477,900</b>	<b>331,400</b>	<b>331,400</b>

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	<b>ACTUAL <u>2019-20</u></b>	<b>BOARD APPROVED <u>2020-21</u></b>	<b>DEPARTMENT REQUEST <u>2021-22</u></b>	<b>CAO RECOMMENDED <u>2021-22</u></b>
OTHER CHARGES				
730330 Rents & Leases - Equipment	0	0	22,500	22,500
731401 Interfund Expend- Cost Plan	0	257,203	400,367	400,367
<b>TOTAL OTHER CHARGES</b>	<b>0</b>	<b>257,203</b>	<b>422,867</b>	<b>422,867</b>
<b>TOTAL EXPENDITURES</b>	<b><u>3,395,882</u></b>	<b><u>4,585,793</u></b>	<b><u>4,581,641</u></b>	<b><u>4,581,641</u></b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b><u>411,839</u></b>	<b><u>140,133</u></b>	<b><u>400,000</u></b>	<b><u>400,000</u></b>

## 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** (\$42,400) is recommended based on the expected revenues from grading permits issued.
- 659025**      **Other Governmental Revenue** (\$3,750) is recommended based on the expected Automation Fee collected from permits issued.
- 660806**      **Engineering Services** (\$110,000) is recommended based on the expected revenues for the review of engineering plans.
- 662700**      **Other Charges for Services** (\$2,795,941) is recommended based on the expected revenues from Engineering time spent on Special District projects.
- 662749**      **SD Application Fees** (\$3,000) is recommended based on the expected revenues from applications of owners registering for services within water/wastewater districts.
- 662800**      **Interfund Revenues** (\$915,000) 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** (\$300,000) recommended based on anticipated reimbursements for administrative services provided for Special Districts (01340).
- 673904**      **Miscellaneous Reimbursement** (\$11,550) recommended based on anticipated reimbursements for administrative services and potential refunds.

### **SALARIES & EMPLOYEE BENEFITS**

- 710102**      **Permanent Salaries** (\$2,384,132) is recommended based on the cost of recommended staffing.
- 710103**      **Extra Help** (\$0) is not recommended this fiscal year.
- 710105**      **Overtime** (\$6,500) is recommended based on the cost of recommended staffing and historical costs.
- 710200**      **Retirement** (\$950,760) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$356,221) 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** (\$26,000) is recommended increased \$16,200 for telephone, cell phone, internet, answering service costs, and remote video camera monitoring services. Some costs can be directly billed/reimbursed by other funds.
- 720500**      **Household Expense** (\$12,000) 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** (\$100) 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** (\$13,000) is recommended reduced \$9,000 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** (\$3,500) is recommended for software subscriptions.
- 721314**      **Computer Equipment** (\$5,000) is recommended to fund the purchase of new computers and monitors 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.
- 721400**      **Professional & Specialized Services** (\$200,000) 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** (\$2,000) is recommended reduced \$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** (\$2,000) is recommended reduced \$500 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.
- 721601**      **Rents & Leases – Co Vehicle** (\$5,800) is recommended for the rental of vehicles from Central Garage.

## PUBLIC WORKS

### SERVICES & SUPPLIES (continued)

- 721602**      **Rents & Leases-Other Equipment** (\$0) is not recommended.
- 721900**      **Special Departmental Expense** (\$2,000) is recommended reduced 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** (\$10,000) is recommended reduced \$30,000 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** (\$35,000) is recommended for expenses related to Public Work's share of utilities of the Government Center.

### OTHER CHARGES

- 730330**      **Rents & Leases – Equipment** (\$22,500) is recommended for the rental/lease of copier equipment.
- 731401**      **Interfund Expend-Cost Plan** (\$400,367) 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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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2020-21 Authorized Positions</u>		<u>2021-22 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	-	-	-	
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	-	3.0	-	1.0	-	A
4118	Deputy Public Works Director - Admin.	1.0	-	-	-	(1.0)	-	B
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	3.0	-	(1.0)	(1.0)	C
4126	Principal Administrative Analyst	-	-	2.0	-	1.0	-	D
3636	Program Assistant I or							



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	<b>2020-21 Authorized Positions</b>		<b>2021-22 Proposed Positions</b>		<b>Y-O-Y Changes in Positions</b>			
3637	Program Assistant II	6.0	-	4.0	-	(2.0)	-	<b>E</b>
3654	Sr. Program Assistant	1.0	-	1.0	-	-	-	
3244	Public Works Inspector	1.0	-	1.0	-	-	-	
3310	Real Property Agent	1.0	-	1.0	-	-	-	
3745	Solid Waste Manager	1.0	-	-	-	(1.0)	-	<b>F</b>
4210	Supervising Civil Engineer	2.0	-	2.0	-	-	-	
<b>TOTAL</b>		<b>36.0</b>	<b>2.0</b>	<b>34.0</b>	<b>1.0</b>	<b>(3.0)</b>	<b>(1.0)</b>	

**NOTES:**

- A** The Deputy Public Works Director-Administrative Services was reclassified to Deputy Public Works Director
- B** The Deputy Public Works Director-Administrative Services was eliminated
- C** One (1) Engineering Technician was moved to the Solid Waste Fund 1110, where the position is now allocated
- D** Two (2) Principal Administrative Analysts are added to oversee the new utility billing for refuse, debt service for MD's and CSA's and to focus on the growing administrative needs of the developments within the southeast corner of the County
- E** Two (2) Program Assistant I/II positions were moved to the Solid Waste Fund 1110, where the position are now allocated
- F** The Solid Waste Manager was moved to the Solid Waste Fund 1110, where the position is now allocated