

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2022-23**

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

	ACTUAL <u>2020-21</u>	BOARD APPROVED <u>2021-22</u>	DEPARTMENT REQUEST <u>2022-23</u>	CAO RECOMMENDED <u>2022-23</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620600 Franchise Fees	0	0	950,000	950,000
620710 Grading Permits	45,793	42,400	55,000	55,000
TOTAL LICENSES, PERMITS & FRANCHISES	45,793	42,400	1,005,000	1,005,000
INTERGOVERNMENTAL REVENUES				
659025 Special Revenue	4,320	0	0	0
659025 Other Governmental Revenue	0	3,750	4,600	4,600
TOTAL INTERGOVERNMENTAL REVENUES	4,320	3,750	4,600	4,600
CHARGES FOR CURRENT SERVICES				
660803 Eng. Services - Spec Districts	538.57	0	0	0
660806 Eng. Services - Development Review Fees	136,976	110,000	140,000	140,000
662700 Other Charges for Services	2,527,701	2,795,941	3,559,030	3,559,030
662749 SD - Application Fees	0	3,000	3,000	3,000
662800 Interfund Revenue	369,366	915,000	472,720	472,720
TOTAL CHARGES FOR CURRENT SERVICES	3,034,581	3,823,941	4,174,750	4,174,750
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	282,718	300,000	515,693	515,693
673000 Miscellaneous	2,796	0	0	0
673904 Misc Reimb. -Salary/Benefits	9,201	11,550	15,000	15,000
TOTAL MISCELLANEOUS REVENUE	294,715	311,550	530,693	530,693

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	ACTUAL 2020-21	BOARD APPROVED 2021-22	DEPARTMENT REQUEST 2022-23	CAO RECOMMENDED 2022-23
<u>OTHER FINANCING SOURCES</u>				
680200 Operating Transfers Out	206	0	0	0
TOTAL OTHER FINANCING SOURCES	206	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>3,379,615</u>	<u>4,181,641</u>	<u>5,715,043</u>	<u>5,715,043</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,922,485	2,384,132	3,160,449	3,160,449
710103 Extra Help	91,246	0	0	0
710105 Overtime	8,368	6,500	6,500	6,500
710107 Premium Pay	540	0	0	0
710200 Retirement	737,919	950,760	1,294,626	1,294,626
710300 Health Insurance	239,137	356,221	491,140	491,140
710400 Workers' Compensation Insurance	129,761	129,761	129,760	129,760
TOTAL SALARIES & EMPLOYEE BENEFITS	3,129,456	3,827,374	5,082,475	5,082,475
SERVICES & SUPPLIES				
720200 Clothing Supplies	222	0	0	0
720300 Communications	7,875	26,000	28,400	28,400
720500 Household Expenses	17,060	12,000	18,500	18,500
720800 Maintenance - Equipment	21	100	0	0
721000 Med/Dental/Lab Supply	494	0	0	0
721100 Memberships	12,510	15,000	15,000	15,000
721300 Office Expense	18,156	13,000	10,000	10,000
721305 Subscriptions	8,643	3,500	3,000	3,000
721314 Computer Equipment	7,071	5,000	5,000	5,000
721400 Professional & Specialized Services	296,918	200,000	300,000	300,000

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SERVICES & SUPPLIES (CONTINUED)				
721426 Software	0	2,000	2,000	2,000
721500 Publications & Legal Notices	2,392	2,000	2,000	2,000
721600 Rents & Leases - Equipment	5,785	0	0	0
721601 Rents & Leases - Co Vehicle	0	5,800	5,000	5,000
721602 Rents & Leases - Other Equipt	22,064	0	19,000	19,000
721800 Small Tools & Instruments	22	0	0	0
721900 Special Departmental Expense	4,560	2,000	2,500	2,500
722000 Transportation & Travel	6,287	10,000	10,000	10,000
722100 Utilities	27,913	35,000	30,000	30,000
TOTAL SERVICES & SUPPLIES	437,992	331,400	450,400	450,400
OTHER CHARGES				
730330 Rents & Leases - Equipment	0	22,500	20,000	20,000
731401 Interfund Expend- Cost Plan	0	400,367	287,167	287,167
750100 Operating Transfer Out	0	0	275,000	275,000
TOTAL OTHER CHARGES	0	422,867	582,167	582,167
TOTAL EXPENDITURES	<u>3,567,448</u>	<u>4,581,641</u>	<u>6,115,042</u>	<u>6,115,042</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>187,833</u>	<u>400,000</u>	<u>399,999</u>	<u>399,999</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:

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

- 620600** **Franchise Fees** (\$950,000) is recommended based on the expected revenues from Solid Waste contracted haulers.
- 620710** **Grading Permits** (\$55,000) is recommended based on the expected revenues from grading permits issued.
- 659025** **Other Governmental Revenue** (\$4,600) is recommended based on the expected Automation Fee collected from permits issued.
- 660806** **Engineering Services** (\$140,000) is recommended based on the expected revenues for the review of engineering plans.
- 662700** **Other Charges for Services** (\$3,559,030) is recommended based on the expected revenues from Engineering time spent on 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.

PUBLIC WORKS

ESTIMATED REVENUES (continued)

- 662800** **Interfund Revenues** (\$472,720) is recommended based on anticipated reimbursements for administrative services provided for Roads (11801) and Solid Waste (11100).
- 670000** **Intrafund Revenue** (\$515,693) 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** (\$3,160,449) 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** (\$1,294,626) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$491,140) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$129,760) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$28,400) is recommended increased \$2,400 for telephone, cell phone, internet, answering service costs, and remote video camera monitoring services. Some costs can be directly billed/reimbursed by other funds.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 720500** **Household Expense** (\$18,500) is recommended increased \$6,500 for costs associated with janitorial services. 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** (\$10,000) 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** (\$3,000) is recommended reduced \$500 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** (\$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** (\$2,000) is recommended unchanged 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 unchanged 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** (\$5,000) is recommended for the rental of vehicles from Central Garage.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 721602** **Rents & Leases-Other Equipment** (\$19,000) is recommended for the lease of copier equipment .
- 721900** **Special Departmental Expense** (\$2,500) 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 unchanged 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** (\$30,000) is recommended for expenses related to Public Work's share of utilities of the Government Center.

OTHER CHARGES

- 730330** **Rents & Leases – Equipment** (\$20,000) is recommended for the rental/lease of copier equipment.
- 731401** **Interfund Expend-Cost Plan** (\$287,167) 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.
- 750100** **Operating Transfer Out** (\$275,000) is recommended to Solid Waste of the unused Franchise Fees generated by contracted haulers.

**COUNTY OF MADERA
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BUDGET FOR THE FISCAL YEAR 2022-23**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2021-22 Authorized Positions</u>		<u>2022-23 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	-	2.0	-	1.0	-	A
3349	Accounting Technician I							
3354	Accounting Technician II or							
3354	Senior Accounting Technician	1.0	-	1.0	-	-	-	
3201	Accountant Auditor I or							
3202	Accountant Auditor II	-	-	1.0	-	2.0	-	B
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	-	1.0	-	(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	3.0	-	4.0	-	1.0	-	C
3234	Development Services Engineer	1.0	-	1.0	-	-	-	
2142	Director of Public Works	1.0	-	1.0	-	-	-	
3304	Engineering Aide	1.0	-	-	-	(1.0)	-	D
3305	Engineering Technician	3.0	-	4.0	-	1.0	-	E
4132	Permit Technician I							
4133	Permit Technician II or							
3418	Permit Technician III	-		1.0		1.0		D
4126	Principal Administrative Analyst	2.0	-	2.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	4.0	-	5.0	-	1.0	-	F

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		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3329	Program Manager	-		2.0		2.0		G
3654	Sr. Program Assistant	1.0	-	-	-	(1.0)		F
3244	Public Works Inspector	1.0	-	1.0	-	-	-	
3310	Real Property Agent	1.0	-	1.0	-	-	-	
4210	Supervising Civil Engineer	2.0	-	3.0	-	1.0	-	H
TOTAL		34.0	1.0	40.0	1.0	7.0	-	

NOTES:

- A** The one (1) FTE additional Accounting Technician was in the Solid Waste budget in FY 21/22. It has been eliminated from that budget (11100) and moved back to Public Works
- B** One (1) FTE Senior Administrative Analyst position is being converted to an Accountant Auditor I/II position.
- C** One (1) FTE additional Deputy Public Works Director is being added to manage the Municipal Services Division.
- D** One (1) FTE Engineering Aide is being eliminated and replaced with a Permit Technician I/II/III.
- E** One (1) FTE Engineering Technician was in the Solid Waste budget in FY 21/22. It has been eliminated from that budget (11100) and moved back to Public Works.
- F** One (1) FTE Senior Program Assistant is being converted to a Program Assistant I/II
- G** Two (2) FTE Program Managers are being added. One is offset with revenue from Transit (63860) to manage new federal funds/program(s), the other will responsible for all grant reimbursements and application tracking
- H** One (1) FTE Supervising Civil Engineer is being added for the Municipal Services Division.