

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2023-24**

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

	ACTUAL <u>2021-22</u>	BOARD APPROVED <u>2022-23</u>	DEPARTMENT REQUEST <u>2023-24</u>	CAO RECOMMENDED <u>2023-24</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620600 Franchise Fees	0	950,000	500,000	500,000
620710 Grading Permits	59,620	55,000	45,000	45,000
TOTAL LICENSES, PERMITS & FRANCHISES	59,620	1,005,000	545,000	545,000
INTERGOVERNMENTAL REVENUES				
654000 State - Other	5,352	0	0	0
659025 Special Revenue	4,035	4600	1,250	1250
TOTAL INTERGOVERNMENTAL REVENUES	9,387	4,600	1,250	1,250
CHARGES FOR CURRENT SERVICES				
660803 Eng. Services - Spec Districts	1287	0	0	0
660806 Eng. Services - Development Review Fees	136,986	140,000	127,000	127,000
662700 Other Charges for Services	2,345,618	3,559,030	3,595,814	3,595,814
662749 SD - Application Fees	2,870	3,000	2,750	2,750
662800 Interfund Revenue	465,800	472,720	505,000	505,000
TOTAL CHARGES FOR CURRENT SERVICES	2,952,561	4,174,750	4,230,564	4,230,564
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	334,809	515,693	0	0
673000 Miscellaneous	10,353	0	9,000	9,000
673904 Misc Reimb. -Salary/Benefits	43,686	15,000	0	0
TOTAL MISCELLANEOUS REVENUE	388,848	530,693	9,000	9,000

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<u>OTHER FINANCING SOURCES</u>				
680200 Operating Transfers Out	51,066	0	0	0
TOTAL OTHER FINANCING SOURCES	51,066	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>3,461,482</u>	<u>5,715,043</u>	<u>4,785,814</u>	<u>4,785,814</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	2,156,177	3,160,449	3,099,072	3,099,072
710103 Extra Help	49,190	0	0	0
710105 Overtime	2,695	6,500	10,000	10,000
710107 Premium Pay	740	0	0	0
710200 Retirement	801,901	1,294,626	1,553,564	1,553,564
710300 Health Insurance	290,532	491,140	532,480	532,480
710400 Workers' Compensation Insurance	129,761	129,760	21,006	21,006
TOTAL SALARIES & EMPLOYEE BENEFITS	3,430,997	5,082,475	5,216,122	5,216,122
SERVICES & SUPPLIES				
720300 Communications	26,505	28,400	27,000	27,000
720500 Household Expenses	17,182	18,500	19,500	19,500
720800 Maintenance - Equipment	3,298	0	0	0
721100 Memberships	17,041	15,000	15,000	15,000
721300 Office Expense	9,564	10,000	10,000	10,000
721305 Subscriptions	7,055	3,000	3,000	3,000
721314 Computer Equipment	1,742	5,000	5,000	5,000
721400 Professional & Specialized Services	158,412	300,000	350,000	350,000
721426 Software	0	2,000	2,000	2,000
721500 Publications & Legal Notices	2,431	2,000	2,000	2,000
721601 Rents & Leases - Co Vehicle	5,785	5,000	6,500	6,500

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SERVICES & SUPPLIES (continued)				
721602 Rents & Leases - Other Equipt	21,411	19,000	20,000	20,000
721900 Special Departmental Expense	5,032	2,500	2,000	2,000
722000 Transportation & Travel	18,041	10,000	10,000	10,000
722100 Utilities	21,789	30,000	30,000	30,000
TOTAL SERVICES & SUPPLIES	315,287	450,400	502,000	502,000
OTHER CHARGES				
730330 Rents & Leases - Equipment	0	20,000	0	0
731401 Interfund Expend- Cost Plan	0	287,167	0	0
750100 Operating Transfer Out	0	275,000	0	0
TOTAL OTHER CHARGES	0	582,167	0	0
TOTAL EXPENDITURES	<u>3,746,284</u>	<u>6,115,042</u>	<u>5,718,122</u>	<u>5,718,122</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>284,801</u>	<u>399,999</u>	<u>932,308</u>	<u>932,308</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, as well as multiple Special Revenue Funds:

All Public Works administrative staff and related expenses (staff within 01300) are billed to their respective field, i.e., Roads, Solid Waste, etc. and reimbursed by the corresponding fund. All field staff and expenses unique to each fund are budgeted in the respective fund.

ESTIMATED REVENUES

620600	<u>Franchise Fees</u> (\$500,000) is recommended based on the expected revenues from franchise fees received.
620710	<u>Grading Permits</u> (\$45,000) is recommended based on the expected revenues from grading permits issued.
659025	<u>Special Revenue</u> (\$1,250) is recommended based on the expected Automation Fee collected from permits issued.
660806	<u>Engineering Services</u> (\$127,000) is recommended based on the expected revenues for the review of engineering plans.
662700	<u>Other Charges for Services</u> (\$3,595,814) is recommended based on expected revenues from Public Works staff time spent on projects or “fund specific” tasks.
662749	<u>SD Application Fees</u> (\$2,750) is recommended based on the expected revenues from applications of owners registering for services within water/wastewater districts.
662800	<u>Interfund Revenues</u> (\$505,000) is recommended based on anticipated reimbursements for administrative services provided for Roads (11801) and Solid Waste (11100).

PUBLIC WORKS

ESTIMATED REVENUES (continued)

- 670000** **Intrafund Revenue** (\$0) is now collected in Other Charges for Services.
- 673000** **Miscellaneous** (\$9,000) recommended based on anticipated reimbursements for administrative services and potential refunds.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$3,099,072) is recommended based on the cost of recommended staffing.
- 710103** **Extra Help** (\$0) is not recommended this fiscal year. All staff are budgeted in Permanent Salaries.
- 710105** **Overtime** (\$10,000) is recommended based on the cost of recommended staffing and historical costs.
- 710200** **Retirement** (\$1,553,564) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$532,480) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$21,006) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$27,000) is recommended decreased \$1,400 for telephone, cell phone, internet, answering service costs, and remote video camera monitoring services. These expenses are factored into the Administrative overhead rate.
- 720500** **Household Expense** (\$19,500) is recommended increased \$1,000 for costs associated with janitorial services. These expenses are factored into the Administrative overhead rate.
- 721100** **Memberships** (\$15,000) is recommended for memberships. 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** (\$10,000) is recommended unchanged for office supplies based on the current and projected staffing levels. . These expenses are factored into the Administrative overhead rate.
- 721305** **Subscriptions** (\$3,000) is recommended unchanged for software subscriptions. These expenses are factored into the Administrative overhead rate.
- 721314** **Computer Equipment** (\$5,000) is recommended to fund the purchase of laptops, monitors and/or computer accesories based on the current and projected staffing levels. These expenses are factored into the Administrative overhead rate.
- 721400** **Professional & Specialized Services** (\$350,000) is recommended to fund the continued need for an outside surveyor, Right of Way consultant 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** (\$6,500) is recommended for the rental of vehicles from Central Garage. Some costs can be directly billed/reimbursed by other funds (11801, 01340, 11100), everything remaining is factored into the Administrative overhead rate.
- 721602** **Rents & Leases-Other Equipment** (\$20,000) is recommended for the lease of copier equipment .
- 721900** **Special Departmental Expense** (\$2,000) is recommended reduced the renewal for Civil Engineers' licenses and/or other state licensing.
- 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.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

722100 **Utilities** (\$30,000) is recommended for expenses related to Public Work's share of utilities of the Government Center.

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BUDGET FOR THE FISCAL YEAR 2023-24**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2022-23 Authorized Positions</u>		<u>2023-24 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	2.0	-	2.0	-	-	-	
3354	Senior Accounting Technician	1.0	-	1.0	-	-	-	
3201	Accountant Auditor I or		-			-	-	
3202	Accountant Auditor II	1.0	-	3.0	-	2.0	-	A,B
3205	Administrative Analyst I or							
3206	Administrative Analyst II	2.0	-	2.0	-	-	-	B
3209	Senior Administrative Analyst	1.0	-	1.0	-	-	-	
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	7.0	-	1.0	(1.0)	C
3743	Deputy Public Works Director	4.0	-	4.0	-	-	-	
3234	Development Services Engineer	1.0	-	1.0	-	-	-	
2142	Director of Public Works	1.0	-	1.0	-	-	-	
3305	Engineering Technician	4.0	-	3.0	1.0	(1.0)	1.0	C
4132	Permit Technician I							
4133	Permit Technician II or							
3418	Permit Technician III	1.0	-	1.0	-	-	-	
4126	Principal Administrative Analyst	2.0	-	2.0	-	-	-	

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	2022-23 Authorized Positions		2023-24 Proposed Positions		Y-O-Y Changes in Positions		
3636 Program Assistant I or					-		
3637 Program Assistant II	5.0	-	3.0	-	(2.0)	-	A
3329 Program Manager	2.0		2.0	-	-		
3654 Sr. Program Assistant	-	-			-		
3244 Public Works Inspector	1.0	-	1.0	-	-	-	
3310 Real Property Agent	1.0	-	1.0	-	-	-	
4210 Supervising Civil Engineer	3.0	-	3.0	-	-	-	
TOTAL	40.0	1.0	40.0	1.0	-	-	

NOTES:

A,B One (1) Accountant Auditor had been underfilling an Administrative Analyst position in FY 22/23. The department is formalizing that there are 2FTE Accountant Auditors and are requesting 1FTE additional.

B One (1) Administrative Analyst is being added for Transit and will be 100% offset with Transit revenue.

C One (1) Engineering Technician will be converted to an Engineer I/II/III, for a total of 7FTE funded Engineers.

A Two (2) Program Assistants will be converted to Accountant Auditors in FY23-24