

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2024-25**

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

	ACTUAL <u>2022-23</u>	BOARD APPROVED <u>2023-24</u>	DEPARTMENT REQUEST <u>2024-25</u>	CAO RECOMMENDED <u>2024-25</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620600 Franchise Fees	481,584	500,000	500,000	500,000
620710 Grading Permits	51,176	45,000	43,500	43,500
TOTAL LICENSES, PERMITS & FRANCHISES	532,760	545,000	543,500	543,500
INTERGOVERNMENTAL REVENUES				
654000 State - Other	18,740	0	0	0
659025 Special Revenue	1,428	1,250	1,500	1,500
TOTAL INTERGOVERNMENTAL REVENUES	20,168	1,250	1,500	1,500
CHARGES FOR CURRENT SERVICES				
660806 Eng. Services - Development Review Fees	148,387	127,000	127,000	127,000
662700 Other Charges for Services	2,850,716	3,595,814	4,233,815	4,233,815
662749 SD - Application Fees	2,720	2,750	2,750	2,750
662780 SD - Admin Overhead	5,745	0	0	0
662800 Interfund Revenue	527,441	505,000	500,000	500,000
TOTAL CHARGES FOR CURRENT SERVICES	3,535,009	4,230,564	4,863,565	4,863,565
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	5,458	0	0	0
673000 Miscellaneous	4,118	9,000	3,500	3,500
673904 Misc Reimb. -Salary/Benefits	28,295	0	0	0
TOTAL MISCELLANEOUS REVENUE	37,872	9,000	3,500	3,500
<u>TOTAL ESTIMATED REVENUES</u>	<u>4,125,809</u>	<u>4,785,814</u>	<u>5,412,065</u>	<u>5,412,065</u>

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<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	2,443,825	3,099,072	3,406,711	3,406,711
710103 Extra Help	43,214	0	0	0
710105 Overtime	8,265	10,000	5,000	5,000
710107 Premium Pay	1,300	0	3,200	3,200
710200 Retirement	939,777	1,553,564	1,450,826	1,450,826
710300 Health Insurance	348,105	532,480	608,680	608,680
710400 Workers' Compensation Insurance	129,760	1,423	22,000	22,000
TOTAL SALARIES & EMPLOYEE BENEFITS	3,914,246	5,196,539	5,496,417	5,496,417
SERVICES & SUPPLIES				
720300 Communications	25,567	27,000	6,000	6,000
720500 Household Expenses	16,095	19,500	20,500	20,500
720800 Maintenance - Equipment	4,174	0	4,000	4,000
721100 Memberships	11,094	15,000	9,000	9,000
721300 Office Expense	10,401	10,000	7,500	7,500
721305 Subscriptions	10,017	3,000	3,000	3,000
721314 Computer Equipment	6,053	5,000	5,000	5,000
721400 Professional & Specialized Services	1,134,741	350,000	350,000	350,000
721426 Software	1,253	2,000	5,500	5,500
721500 Publications & Legal Notices	1,031	2,000	1,700	1,700
721601 Rents & Leases - Co Vehicle	5,785	6,500	6,500	6,500
721602 Rents & Leases - Other Equipt	19,452	20,000	20,000	20,000
721800 Small Tools & Instruments	325	0	0	0
721900 Special Departmental Expense	1,136	2,000	0	0
722000 Transportation & Travel	18,111	10,000	10,000	10,000
722100 Utilities	29,173	30,000	40,000	40,000
TOTAL SERVICES & SUPPLIES	1,294,406	502,000	488,700	488,700

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OTHER CHARGES				
770100 Intrafund Transfer Out	0	0	20,000	20,000
TOTAL OTHER CHARGES	0	0	20,000	20,000
TOTAL EXPENDITURES	<u>5,208,651</u>	<u>5,698,539</u>	<u>6,005,117</u>	<u>6,005,117</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>1,082,842</u>	<u>912,725</u>	<u>593,052</u>	<u>593,052</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> (\$43,500) is recommended based on the expected revenues from grading permits issued.
659025	<u>Special Revenue</u> (\$1,500) 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> (\$4,233,815) 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.

PUBLIC WORKS

ESTIMATED REVENUES (continued)

- 662800** **Interfund Revenues** (\$500,000) is recommended based on anticipated reimbursements for administrative services provided for Roads (11801) and Solid Waste (11100).
- 670000** **Intrafund Revenue** (\$0) is now collected in Other Charges for Services.
- 673000** **Miscellaneous** (\$3,500) recommended based on anticipated reimbursements for administrative services and potential refunds.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$3,406,711) 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** (\$5,000) is recommended based on the cost of recommended staffing and historical costs.
- 710200** **Retirement** (\$1,450,826) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$608,680) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$22,000) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$6,000) is recommended decreased \$21,000 for cell phone and internet services. These expenses are factored into the Administrative overhead rate.
- 720500** **Household Expense** (\$20,500) is recommended increased \$1,000 for the increased costs associated with janitorial services. These expenses are factored into the Administrative overhead rate.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance of Equipment** (\$4,000) is recommended for the maintenance of small equipment.
- 721100** **Memberships** (\$9,000) 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.
- 721300** **Office Expense** (\$7,500) 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 accessories 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** (\$5,500) 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** (\$1,700) is recommended reduced \$300 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.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$0) is recommended reduced \$2,000 due to cost being accounted for in other accounts.
- 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.
- 722100** **Utilities** (\$40,000) is recommended increased \$10,000 for expenses related to Public Work's share of utilities of the Government Center.

OTHER CHARGES

- 770100** **Intrafund Transfer Out** (\$20,000) is recommended for the cost of VoIP, paid to the Department of Information and Technology.

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2023-24 Authorized Positions</u>		<u>2024-25 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	3.0	-	3.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	2.0	-	2.0	-	-	-	
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	7.0	-	7.0	-	-	-	
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	3.0	1.0	3.0	1.0	-	-	
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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3636 Program Assistant I or					-	
3637 Program Assistant II	3.0	-	3.0	-	-	-
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: