

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **Public Works
SERVICES (01300)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	0	2,210,600	2,210,600
710103 Extra Help	0	0	118,972	118,972
710105 Overtime	0	0	0	0
710200 Retirement	0	0	744,567	744,567
710300 Health Insurance	0	0	328,490	328,490
710400 Workers' Compensation Insurance	0	0	129,761	129,761
TOTAL SALARIES & EMPLOYEE BENEFITS	0	0	3,532,390	3,532,390
SERVICES & SUPPLIES				
720300 Communications	0	0	64,000	64,000
720800 Maintenance - Equipment	0	0	150	150
721100 Memberships	0	0	17,900	17,900
721300 Office Expense	0	0	47,000	47,000
721314 Computer Equipment	0	0	20,329	20,329
721400 Professional & Specialized Services	0	0	100,000	100,000
721426 Software	0	0	4,000	4,000
721500 Publications & Legal Notices	0	0	3,000	3,000
721600 Rents & Leases - Equipment	0	0	40,000	40,000
721800 Small Tools & Instruments	0	0	250	250
721900 Special Departmental Expense	0	0	6,000	6,000
722000 Transportation & Travel	0	0	43,500	43,500
TOTAL SERVICES & SUPPLIES	0	0	346,129	346,129
TOTAL - PUBLIC WORKS SERVICES	0	0	3,878,519	3,878,519

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
• Flood Control Services Fund	15010
• Refuse Disposal (Liner Fund)	11100
• Special District Services	01340
• Roads	11800
• Transit	63860
• Engineering	01315

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 will be 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 the Public Works budget has replaced the Engineering budget (01315) for Fiscal Year 2017-18. All staff from the Engineering Budget (Org 01315) were transferred to Org 01300. Staff from the Special Districts Org (01340) and Roads Org (11800) that provide services to multiple projects in various funds were also consolidated into the Public Works Org (01300). This reorganization will help the Department streamline the cost allocation process and better track time spent between various functions.

<u>REVENUE</u>	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Permits	\$ 61,734	\$ 56,000	\$ 62,000
Development Review	62,183	53,000	62,000
Intergovernmental Revenue	91,072	731,239	0
Charges for Current Services	1,400	0	0
SD- Application Fee	0	0	2,000
Miscellaneous (includes Salary/Benefit Reimbursement)	275,460	7,500	5,500
Interfund Revenue	0	0	2,046,599
Intrafund Revenue	0	0	782,111
Federal/State Grant Revenue	0	0	768,309
Total Revenue	\$491,849	\$847,739	\$3,728,519

PUBLIC WORKS

STAFFING

<u>Permanent</u>	2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician I/II/Sr	2		
Administrative Analyst I/II/Sr	1	1 ^(A)	
Administrative Assistant	1		
Assistant Engineer	1		1 ^(B)
Deputy Public Works Director	2	1	
Development Services Engineer	1		
Director of Public Works	1		
Engineer I/II/III	6		
Engineering Aide		1 ^(C)	
Engineering Technician	4	2 ^(D)	
Office Services Supervisor II	1		
Personnel Technician I/II			1 ^(E)
Program Assistant I/II	6 ^(F)		
Public Works Inspector	1 ^(F)		
Public Works Special Districts Manager	1		
Program Manager	1		
Real Property Agent	1		
Senior Civil Engineer	3 ^(G)		
TOTAL STAFFING	33	5	2

Notes:

- (A) One Administrative Analyst position recommended unfunded for Fiscal Year 2017-18
- (B) One Assistant Engineer recommended eliminated for Fiscal Year 2017-18 to offset the addition of a new Public Works Inspector position
- (C) One Engineering Aide recommended unfunded for Fiscal Year 2017-18
- (D) Two Engineering Technicians are recommended unfunded to offset the cost of adding two Program Assistant positions in Fiscal Year 2017-18
- (E) One Personnel Technician position recommended for elimination in the budget year
- (F) Two Program Assistant positions and One Public Works Inspector are recommended to be added in the budget year
- (G) One unfunded Sr. Civil Engineer recommended to be funded and underfilled as an Engineer I/II/III

PUBLIC WORKS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,210,600) is recommended based on the cost of recommended staffing.
- 710103** **Extra Help** (\$118,972) is recommended based on the cost of recommended staffing.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$64,000) is recommended for telephone, cell phone, internet, answering service costs, and remote video camera monitoring services *(\$4,000 Engineering-Eng.) (\$15,000 Special Districts-SD) (\$12,000 Liner) (\$33,000 Roads)*.
- 720800** **Maintenance - Equipment** (\$150) is recommended based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.
- 721100** **Memberships** (\$17,900) is recommended for: County Engineers Association (\$1,450 Eng.); Regional Water Management Group (\$1,200 Eng); the American Water Works Association, the California Rural Water Association, the California Special Districts Association, and the California Water Environment Association (\$4,500 SD); the Solid Waste Association of North America (\$750 Liner); and the Environmental Services Joint Powers Authority (\$6,500 Liner), (\$3,500 Roads).
- 721300** **Office Expense** (\$47,000) is recommended for office supplies based on the current and projected staffing levels *(\$5,000 Engineering) (\$5,000 SD) (\$7,000 Liner) (\$30,000 Roads)*.
- 721314** **Computer Equipment** (\$20,329) is recommended 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 *(\$2,000 Eng) (\$2,000 SD) (\$1,500 Liner) (\$14,829 9 computers Roads)*.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$100,000) is recommended to fund the continued need for an outside surveyor, and for engineering and construction services for Engineering.
- 721426** **Software** (\$4,000) is recommended for: two licenses for AutoCAD Civil 3D (\$2,800), one license WaterCAD (\$1,200) for Engineering.
- 721500** **Publications & Legal Notices** (\$3,000) is recommended for publishing official notices and required newspaper announcements (*\$1,000 SD*) (*\$500 Liner*) (*\$1,500 Roads*).
- 721600** **Rents & Leases - Equipment** (\$40,000) is recommended for the copy machine lease and for the rental of vehicles from Central Garage (*\$1,000 Flood*) (*\$16,000 Engineering*) (*\$7,000 SD*) (*\$16,000 Roads*).
- 721800** **Small Tools & Instruments** (\$250) is recommended to purchase and/or replace items as needed for Engineering.
- 721900** **Special Departmental Expense** (\$6,000) is recommended for required State Fish & Game fees for any lake and stream bed alterations (\$5,000), and the renewal for Civil Engineers' licenses (\$1,000) for Engineering.
- 722000** **Transportation & Travel** (\$43,500) is recommended based on current and projected expenses to provide out-of-county travel, private mileage reimbursement, and training (*\$500 Flood*) (*\$3,000 Engineering*) (*\$8,000 SD*) (*\$10,000 Liner*) (*\$22,000 Roads*).