

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

Department: **ENGINEERING (01315)**
 Function: **General**
 Activity: **Property Management**
 Fund: **General**

| <u>ACCOUNT CLASSIFICATION</u> | <u>ACTUAL EXPENDITURES 2013-14</u> | <u>BOARD APPROVED EXPENDITURES 2014-15</u> | <u>DEPARTMENT REQUEST 2015-16</u> | <u>CAO RECOMMENDED 2015-16</u> |
|---|--|--|---|--|
| SALARIES & EMPLOYEE BENEFITS | | | | |
| 710102 Permanent Salaries | 477,343 | 750,824 | 624,576 | 624,576 |
| 710103 Extra Help | 252,625 | 325,383 | 0 | 0 |
| 710105 Overtime | 565 | 0 | 0 | 0 |
| 710200 Retirement | 195,053 | 326,407 | 191,932 | 191,932 |
| 710300 Health Insurance | 83,931 | 140,732 | 97,664 | 97,664 |
| 710400 Workers' Compensation Insurance | 18,404 | 16,248 | 15,410 | 15,410 |
| TOTAL SALARIES & EMPLOYEE BENEFITS | 1,027,921 | 1,559,594 | 929,582 | 929,582 |
| SERVICES & SUPPLIES | | | | |
| 720200 Clothing & Personal Supplies | 0 | 50 | 50 | 50 |
| 720300 Communications | 3,806 | 4,000 | 4,000 | 4,000 |
| 720600 Insurance | 100 | 570 | 3,186 | 3,186 |
| 720800 Maintenance - Equipment | 0 | 132 | 132 | 132 |
| 721100 Memberships | 1,700 | 2,400 | 2,650 | 2,650 |
| 721300 Office Expense | 8,288 | 5,000 | 5,000 | 5,000 |
| 721314 Computer Equipment | 0 | 3,000 | 2,000 | 2,000 |
| 721400 Professional & Specialized Services | 54,249 | 130,000 | 130,000 | 130,000 |
| 721426 Software | 174 | 4,000 | 4,000 | 4,000 |
| 721500 Publications & Legal Notices | 85 | 300 | 300 | 300 |
| 721600 Rents & Leases - Equipment | 13,998 | 12,000 | 16,200 | 16,200 |
| 721800 Small Tools & Instruments | 0 | 250 | 250 | 250 |
| 721900 Special Departmental Expense | 1,056 | 6,000 | 6,000 | 6,000 |
| 722000 Transportation & Travel | 2,730 | 3,000 | 3,000 | 3,000 |
| TOTAL SERVICES & SUPPLIES | 86,186 | 170,702 | 176,768 | 176,768 |
| FIXED ASSETS | | | | |
| 740300 Equipment | 1708 | 0 | 0 | 0 |
| TOTAL FIXED ASSETS | 1,708 | 0 | 0 | 0 |
| TOTAL - ENGINEERING | 1,115,815 | 1,730,296 | 1,106,350 | 1,106,350 |

ENGINEERING

COMMENTS

On January 15, 2013, the Board of Supervisors approved and placed the Engineering Division under the umbrella of the Public Works Department under the direction of the Public Works Director (formerly, the Road Commissioner). The Engineering Division has continued responsibility over the following divisions with individual budgets:

| | |
|--------------------------------|-------|
| Engineering | 01315 |
| • Flood Control Services Fund | 15010 |
| • Refuse Disposal (Liner Fund) | 11100 |
| • Special District Services | 01340 |

| <u>REVENUE</u> | <u>Actual</u> <u>2013-14</u> | <u>Estimated</u> <u>2014-15</u> | <u>Projected</u> <u>2015-16</u> |
|---|---------------------------------|------------------------------------|------------------------------------|
| Permits | \$ 37,896 | \$ 36,000 | \$ 36,000 |
| Intergovernmental Revenue | 0 | 0 | 0 |
| Charges for Current Services | 22,138 | 27,000 | 18,500 |
| Miscellaneous (includes Salary/Benefit Reimbursement) | <u>746,216</u> | <u>1,373,739</u> | <u>758,293</u> |
| Total Revenue | \$806,250 | \$1,436,739 | \$812,793 |

STAFFING

| <u>Permanent</u> | <u>2014-15 Authorized</u> | | <u>2015-16 Recommended</u> | | |
|---------------------------------|---------------------------|-----------------|----------------------------|-----------------|-------------------|
| | <u>Funded</u> | <u>Unfunded</u> | <u>Funded</u> | <u>Unfunded</u> | <u>Eliminated</u> |
| Assistant County Engineer | 0 | 1 | 0 | | 1* |
| Assistant Engineer | 3 | | 1 | 2 | |
| Deputy Public Works Director | 1 | | 1 | | |
| Engineer I/II/III | 2 | | 2 | | |
| Engineering Technician | 0 | | 1** | | |
| Office Services Supervisor I/II | 1 | | 1 | | |
| Program Assistant I/II | 2 | | 2 | | |
| Senior Civil Engineer | <u>2</u> | | <u>2</u> | | |
| Total Permanent | 11 | 1 | 10 | 2 | 1 |

ENGINEERING

STAFFING (continued)

*The Assistant County Engineer position is recommended to be eliminated. The Public Works Department no longer has a County Engineer and will not be filling the Assistant County Engineer position; the division is under the management of the Deputy Public Works Director.

**It is recommended to add one (1) Engineering Technician position for Solid Waste and Landfill Operations to fulfill technical office, equipment and field engineering assignments, as well as interpret technical manuals and field reports.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$624,576) are recommended reduced \$126,248 based on the cost of recommended staffing.

710103 Extra Help (\$0) is not recommended, a reduction of \$325,383, as all vacant permanent positions will be filled, eliminating the need for Extra Help employees.

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

720200 Clothing & Personal Supplies (\$50) is recommended unchanged to provide safety clothing for the survey crew.

720300 Communications (\$4,000) is recommended unchanged for cell phone expenses of this Department.

720600 Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 Maintenance - Equipment (\$132) is recommended unchanged based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.

ENGINEERING

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$2,650) is recommended increased \$250 for membership in the County Engineers Association (\$1,450) and Regional Water Management Group (RWMG) (\$1,200).
- 721300** **Office Expense** (\$5,000) is recommended unchanged for office supplies based on the current and projected staffing levels.
- 721314** **Computer Equipment** (\$2,000) is recommended reduced \$1000 to fund the purchase of new computers and monitors based on the current and projected staffing levels.
- 721400** **Professional & Specialized Services** (\$130,000) is recommended unchanged to fund the continued need for an outside surveyor, and for engineering and construction services, as well as reimbursing Road Fund employees for time spent working on Engineering projects.
- 721426** **Software** (\$4,000) is recommended unchanged to fund two licenses for AutoCAD Civil 3D (\$2,800), and one license for Water CAD (\$1,200).
- 721500** **Publications & Legal Notices** (\$300) is recommended unchanged to advertise bidding of County projects.
- 721600** **Rents & Leases - Equipment** (\$16,200) is recommended increased \$4,200 for the copy machine lease (\$8,100) and for the rental of vehicles from Central Garage (\$8,100).
- 721800** **Small Tools & Instruments** (\$250) is recommended unchanged to purchase and/or replace items as needed.
- 721900** **Special Departmental Expense** (\$6,000) is recommended unchanged for required State Fish & Game fees for any lake and stream bed alterations (\$5,000). Also included in this account are funds for the renewal for Civil Engineers' licenses (\$1,000).
- 722000** **Transportation & Travel** (\$3,000) is recommended unchanged based on current and projected expenses to provide out-of-county travel, private mileage reimbursement, and training.