

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
LICENSES, PERMITS & FRANCHISES				
620710 Grading Permits	0	62,000	60,000	60,000
TOTAL LICENSES, PERMITS & FRANCHISES	0	62,000	60,000	60,000
INTERGOVERNMENTAL REVENUES				
654000 State - Other	0	384,155	0	0
657000 Federal - Other	0	384,154	0	0
TOTAL INTERGOVERNMENTAL REVENUES	0	768,309	0	0
CHARGES FOR CURRENT SERVICES				
660806 Eng. Services - Development Review Fees	0	62,000	65,000	65,000
662801 Interfund Revenue	0	2,046,599	2,541,490	2,541,490
TOTAL CHARGES FOR CURRENT SERVICES	0	2,108,599	2,606,490	2,606,490
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	0	782,111	532,366	532,366
673000 Intrafund Revenue	0	7,500	0	0
673904 Misc Reimb. -Salary/Benefits	0	0	882,935	882,935
TOTAL MISCELLANEOUS REVENUE	0	789,611	1,415,301	1,415,301
<u>TOTAL ESTIMATED REVENUES</u>	<u>0</u>	<u>3,728,519</u>	<u>4,081,791</u>	<u>4,081,791</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	0	2,210,600	2,284,320	2,284,320
710103 Extra Help	0	118,972	129,054	129,054

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SALARIES & EMPLOYEE BENEFITS (continued)				
710105 Overtime	0	0	6,000	6,000
710200 Retirement	0	744,567	797,249	797,249
710300 Health Insurance	0	328,490	367,907	367,907
710400 Workers' Compensation Insurance	0	129,761	129,761	129,761
TOTAL SALARIES & EMPLOYEE BENEFITS	0	3,532,390	3,714,291	3,714,291
SERVICES & SUPPLIES				
720300 Communications	0	64,000	5,500	5,500
720800 Maintenance - Equipment	0	150	150	150
721100 Memberships	0	17,900	17,400	17,400
721300 Office Expense	0	47,000	45,000	45,000
721305 Subscriptions	0		100	100
721314 Computer Equipment	0	20,329	20,000	20,000
721400 Professional & Specialized Services	0	100,000	300,000	300,000
721426 Software	0	4,000	4,000	4,000
721500 Publications & Legal Notices	0	3,000	3,100	3,100
721600 Rents & Leases - Equipment	0	40,000	40,000	40,000
721602 Rents & Leases - Other Equip	0	0	26,000	26,000
721800 Small Tools & Instruments	0	250	250	250
721900 Special Departmental Expense	0	6,000	6,000	6,000
722000 Transportation & Travel	0	43,500	50,000	50,000
TOTAL SERVICES & SUPPLIES	0	346,129	517,500	517,500
TOTAL EXPENDITURES	0	3,878,519	4,231,791	4,231,791
<u>NET COUNTY COST (EXP - REV)</u>	<u>0</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</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:

Public Works	01300
• 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 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

- 620710** **Grading Permits** (\$60,000) is recommended based on the expected revenues from grading permits issued.
- 660806** **Engineering Services** (\$65,000) is recommended based on the expected revenues for the review of engineering plans & designs.
- 662801** **Interfund Revenues** (\$2,541,490) is recommended based on anticipated reimbursements for services allocated through the countywide cost allocation plan.
- 670000** **Intrafund Revenue** (\$532,366) is recommended for the reimbursement of staff time from Org 01340
- 673904** **Miscellaneous Reimbursement** (\$882,935) is recommended for the reimbursement of staff time spent on reimbursable projects

PUBLIC WORKS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$2,284,320) is recommended based on the cost of recommended staffing.
- 710103** **Extra Help** (\$129,054) is recommended based on the cost of recommended staffing.
- 710105** **Overtime** (\$6,000) is recommended based on the cost of recommended staffing and historical costs.
- 710200** **Retirement** (\$797,249) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$367,907) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$129,761) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$5,500) is recommended reduced by \$58,500 for telephone, cell phone, internet, answering service costs, and remote video camera monitoring services (*\$4,000 Engineering-Eng.*) (*\$1,500 Liner*)
- 720800** **Maintenance - Equipment** (\$150) is recommended unchanged based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.
- 721100** **Memberships** (\$17,400) is recommended for County Engineers Association (\$1,450 Eng.); Regional Water Management Group (\$1,200 Flood); 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 (\$6,000 Liner), (\$3,500 Roads).
- 721300** **Office Expense** (\$45,000) is recommended for office supplies based on the current and projected staffing levels (*\$5,000 Engineering*) (*\$5,000 SD*) (*\$5,000 Liner*) (*\$30,000 Roads*).
- 721305** **Subscriptions** (\$100) is recommended for the annual subscription to Engineering News-Record.

PUBLIC WORKS

SERVICES & SUPPLIES (continued)

- 721314** **Computer Equipment** (\$20,000) 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) (\$14,500 9 computers Roads).
- 721400** **Professional & Specialized Services** (\$300,000) is recommended to fund the continued need for an outside surveyor.
- 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** (\$3,100) is recommended for publishing official notices and required newspaper announcements (\$1,000 SD) (\$600 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.
- 721602** **Rents & Leases-Other Equipment** (\$26,000) is recommended for the rental/lease of copier equipment.
- 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** (\$50,000) is recommended based on current and projected expenses to provide out-of-county travel, private mileage reimbursement, and training.

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2018-19**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 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	-	1.0	-	-	-	
3349	Accounting Technician I							
3354	Accounting Technician II or							
3354	Senior Accounting Technician	1.0	-	1.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II	1.0	-	1.0	-	-	-	
3205	Administrative Analyst I or							
3206	Administrative Analyst II							
3209	Senior Administrative Analyst	1.0	-	1.0	-	-	-	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
3303	Assistant Engineer	2.0	-	1.0	-	-	-	A
3203	Associate Civil Engineer or							
4202	Engineer I or							
4203	Engineer II or							
4204	Engineer III	6.0	-	6.0	1.0	-	1.0	C
3743	Deputy Public Works Director	2.0	1.0	2.0	1.0	-	-	
TBD	Deputy Public Works Director - Admin.	-	-	1.0	-	1.0	-	F
3234	Development Services Engineer	1.0	-	1.0	-	-	-	
2142	Director of Public Works	1.0	-	1.0	-	-	-	
3304	Engineering Aide	-	1.0	1.0	-	1.0	(1.0)	B
3305	Engineering Technician	4.0	2.0	4.0	1.0	-	(1.0)	D
3656	Office Services Supervisor I or							
3655	Office Services Supervisor II	1.0	-	1.0	-	-	-	
3636	Program Assistant I or							

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	2017-18 Authorized Positions		2018-19 Proposed Positions		Y-O-Y Changes in Positions		
3637 Program Assistant II	6.0	-	6.0	1.0	-	1.0	
3329 Program Manager	1.0	-	1.0	-	-	-	
3244 Public Works Inspector	1.0	-	1.0	-	-	-	
4111 Public Works Special Districts Manager	1.0	-	1.0	-	-	-	
3310 Real Property Agent	1.0	-	1.0	-	-	-	
TBD Supervising Civil Engineer	-	-	1.0	-	1.0	-	E
3229 Senior Civil Engineer	3.0	-	-	-	(3.0)	-	C,E
TOTAL	35.0	4.0	34.0	4.0	-	-	

NOTES:

A- One (1) position went to the Roads Department in FY 2017-18

B- Will allow the addition of a permanent Engineering Aide in place of extra help.

C- One (1) Engineering III was deleted and transferred to Org 5950; Two (2) Sr. Civil Engineer allocations were converted to Engineering I/II/III positions and one was designated unfunded; One (1) Sr. Civil Engineer remains funded

D- One (1) additional Engineering Technician will be funded; leaving 1 unfunded

*E- One (1) Supervising Civil Engineer position is proposed to replace one (1) Sr. Civil Engineer position

*F- One (1) Deputy Public Works Director - Administrative Services is proposed to replace the Program Manager position

*E & F - the final salary resolution to create these new positions may occur prior to the FY 2018-19 budget hearings