

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	255,122	433,869	513,511	513,511
710103 Extra Help	190,898	255,971	284,260	284,260
710105 Overtime	910	0	0	0
710200 Retirement	107,337	191,615	227,071	227,071
710300 Health Insurance	60,497	107,613	138,450	138,450
710400 Workers' Compensation Insurance	1,264	1,369	18,404	18,404
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>616,028</b>	<b>990,437</b>	<b>1,181,696</b>	<b>1,181,696</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	0	50	50	50
720300 Communications	9,472	5,000	5,000	5,000
720305 Microwave Radio Services	41,231	0	0	0
720600 Insurance	157	160	100	100
720800 Maintenance - Equipment	209	132	132	132
721100 Memberships	467	2,400	2,400	2,400
721300 Office Expense	4,600	4,000	4,200	4,200
721400 Professional & Specialized Services	31,618	146,000	160,000	160,000
721500 Publications & Legal Notices	85	300	300	300
721600 Rents & Leases - Equipment	7,144	12,000	12,000	12,000
721800 Small Tools & Instruments	0	250	250	250
721900 Special Departmental Expense	481	6,000	6,000	6,000
722000 Transportation & Travel	2,903	1,200	3,000	3,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>98,366</b>	<b>177,492</b>	<b>193,432</b>	<b>193,432</b>
<b>TOTAL - RMA - ENGINEERING</b>	<b>714,394</b>	<b>1,167,929</b>	<b>1,375,128</b>	<b>1,375,128</b>

**RMA - ENGINEERING**

**COMMENTS**

In April 2002, the Board of Supervisors approved an ordinance creating a Resource Management Agency (RMA). The Engineering Department is one of the five (5) departments in the agency. In 2004-05, the Board of Supervisors set apart the engineering functions from RMA Administration, and created a separate RMA-Engineering budget. On May 24, 2011, the Board of Supervisors approved the transfer of responsibility for Building Operations (budget organization 01320), Building Maintenance (budget organization 01330), and Grounds Maintenance (budget organization 01360) from Engineering and General Services to a newly created General Services Division (budget organization 01311). On January 15, 2013, the Board of Supervisors approved the transfer of responsibility for Building Inspections (budget organization 01370) to the newly created Community/Economic Development area of the RMA under the direction of the Planning Director. RMA-Engineering Department has continued responsibility over the following divisions with individual budgets within the RMA:

Resource Management Agency – Engineering	01315
• Flood Control Services Fund	15010
• Refuse Disposal (Liner Fund)	11100
• Special District Services	01340

<b><u>REVENUE</u></b>	<b><u>Actual</u></b> <b><u>2011-12</u></b>	<b><u>Estimated</u></b> <b><u>2012-13</u></b>	<b><u>Projected</u></b> <b><u>2013-14</u></b>
Permits	\$ 32,753	\$ 36,000	\$ 36,000
Charges for Current Services	13,745	11,000	11,000
Miscellaneous (includes Salary/Benefit Reimbursement)	<u>206,115</u>	<u>849,590</u>	<u>1,025,311</u>
Total Revenue	<u>\$252,613</u>	<u>\$896,590</u>	<u>\$1,072,311</u>

**STAFFING**

<b><u>Permanent</u></b>	<b>2012-13 Authorized</b>			<b>2013-14 Recommended</b>	
	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>	<b><u>Eliminated</u></b>	<b><u>Funded</u></b>	<b><u>Unfunded</u></b>
Accounting Technician II	0		1*	0	
Assistant County Engineer	0	1		0	1
Assistant Engineer	3**			3	
County Engineer	1			1	
Office Services Supervisor II	1			1	
Program Assistant I/II	0			2***	
Senior Civil Engineer	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>-</u>
Total Permanent	<u>6</u>	<u>1</u>	<u>1</u>	<u>8</u>	<u>1</u>

**STAFFING (continued)**

\*In 2012-13, the Accounting Technician position was eliminated.

\*\*In 2012-13, two Assistant Engineers were transferred from other budgets into 01315 - one Assistant Engineer from Refuse Budget (01380) and one Assistant Engineer moved from Special District Budget (01340).

\*\*\*Two Program Assistants are recommended to be funded to operate the scale house at the Fairmead Landfill.

**SALARIES & EMPLOYEE BENEFITS**

**710102**      **Permanent Salaries** (\$513,511) are recommended increased \$79,642 based on the cost of recommended staffing.

**710103**      **Extra Help** (\$284,260) is recommended increased \$28,289 based on the cost of using extra-help civil engineers to work on projects, as well as the addition of an extra help Engineering Aide to assist in monitoring duties at the Fairmead Landfill and provide oversight and staff coverage on Saturdays at the Landfill. The cost of these positions is fully reimbursed to the County.

**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** (\$5,000) 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.

## RMA - ENGINEERING

### **SERVICES & SUPPLIES** (continued)

- 721100**      **Memberships** (\$2,400) is recommended unchanged for membership in the California Land Surveyors' Association (\$250) and the County Engineers Association (\$350), CSAC (\$350), Environmental Services Joint Powers Authority (ESJPA) (\$250), and Regional Water Management Group (RWMG) (\$1,200).
- 721300**      **Office Expense** (\$4,200) is recommended increased \$200 for office and computer supplies based on the current and projected staffing levels.
- 721400**      **Professional & Specialized Services** (\$160,000) is recommended increased \$14,000 to fund the continued need for an outside surveyor, and for engineering and construction services (\$156,000). This account also funds 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** (\$12,000) is recommended unchanged for the copy machine lease (\$5,700) for this Department and rental of vehicles from the Central Garage.
- 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 increased \$1,800 based on current and projected expenses to provide out-of-county travel, private mileage reimbursement, and training.