

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

Department: **RMA -
ADMINISTRATION (01310)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	449,943	0	0	0
710103 Extra Help	34,612	69,200	0	0
710200 Retirement	117,809	5,290	0	0
710300 Health Insurance	43,415	0	0	0
710400 Workers' Compensation Insurance	2,755	1,894	0	0
TOTAL SALARIES & EMPLOYEE BENEFITS	648,534	76,384	0	0
SERVICES & SUPPLIES				
720300 Communications	14,976	3,500	2,500	2,500
720600 Insurance	80,862	87,205	61,618	61,618
720800 Maintenance - Equipment	893	1,000	0	0
721300 Office Expense	3,230	1,500	800	800
721400 Professional & Specialized Services	146,817	73,900	161,740	161,740
721600 Rents & Leases - Equipment	2,343	2,000	0	0
721700 Rents & Leases - Buildings	20,699	0	0	0
721703 Common Area Maintenance Fee	0	25,000	25,000	25,000
721900 Special Departmental Expense	0	3,000	0	0
722000 Transportation & Travel	150	500	0	0
TOTAL SERVICES & SUPPLIES	269,970	197,605	251,658	251,658
TOTAL - RMA - ADMINISTRATION	918,504	273,989	251,658	251,658

RMA - ADMINISTRATION

COMMENTS

In April 2002, the Board of Supervisors passed an ordinance creating the Resource Management Agency (RMA). RMA was created as a comprehensive local agency to administer, coordinate and oversee the development and implementation of policies and regulations concerning land use planning, engineering, public works, special district services, roads and transportation, environmental health, and parks and recreation activities. RMA has jurisdiction over the following County Departments:

Resource Management Agency - Administration
 Resource Management Agency - Department of Engineering
 Resource Management Agency - Environmental Health Department
 Resource Management Agency - Fire Prevention for Land Development Department
 Resource Management Agency - General Services
 Resource Management Agency - Planning Department
 Resource Management Agency - Road Department

STAFFING

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended	
	Funded	Unfunded	Eliminated	Funded	Unfunded
Administrative Assistant	0		1 ⁽¹⁾		
Administrative Services Director	0		1 ⁽¹⁾		
Assistant Engineer	0		1 ⁽²⁾		
Deputy Resource Management Agency Director	0		1 ⁽¹⁾		
Parks & Public Facilities Director	0		1 ⁽³⁾		
Program Assistant I/II	0		1 ⁽²⁾		
Resource Management Agency Director	0	1 ⁽⁴⁾	-	0	1 ⁽⁴⁾
Total Permanent	0	1	6	0	1

(1) These positions were eliminated effective June 30, 2011.

(2) These positions were removed and placed in new budget organization 01311 – RMA - General Services.

(3) This position had been approved in concept by the Board of Supervisors several years ago; however no job description or salary had been established since that approval. The position was deleted.

(4) The Resource Management Agency Director is being provided under contract.

RMA - ADMINISTRATION

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$0) is not recommended again in 2012-13 based on the reduction of permanent positions from this budget organization.
- 710103** **Extra Help Salaries** (\$0) are recommended reduced \$69,200 based on the Director responsibilities being provided under contract.
- 710200** **Retirement** (\$0) no retirement contributions are recommended based on the reduction of permanent positions in this budget organization.
- 710300** **Health Insurance** is not recommended again in 2012-13 based on the reduction of permanent positions in this budget organization.
- 710400** **Workers' Compensation** is not recommended based on the reduction of permanent positions in this budget organization.

SERVICES & SUPPLIES

- 720300** **Communications** (\$2,500) is recommended reduced \$1,000 to provide the anticipated telephone and alarm line expenses of this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$0) is recommended to be eliminated as there are no costs associated with the contracted services.
- 721300** **Office Expense** (\$800) is recommended reduced \$700 based on prior year actual expenditures for office supplies .
- 721400** **Professional & Specialized Services** (\$161,740) is recommended increased \$87,840 to fund the ongoing licensing, maintenance, database costs, and technical support services of Computronix for the maintenance of the POSSE database used by the RMA Departments (\$85,250); the fire alarm system for the RMA facility (\$2,000); and a contract for the responsibilities of the RMA Director (\$74,490).
- 721600** **Rents & Leases - Equipment** (\$0) is recommended to be eliminated as there are no costs associated with the contracted services.

RMA - ADMINISTRATION

SERVICES & SUPPLIES (continued)

- 721703** **Common Area Maintenance Fees** (\$25,000) is recommended unchanged for the RMA facility's cost of the common area expenses shared by the owners and tenants at the RMA's location. Expenses include parking lot and grounds maintenance, common utilities, property taxes, and insurance costs, and are based on prior year actual expenditures.
- 721900** **Special Departmental Expense** (\$0) is recommended to be eliminated as there are no costs associated with the contracted services.
- 722000** **Transportation & Travel** (\$0) is recommended to be eliminated as there are no costs associated with the contracted services.