

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

Department: RMA -  
ENGINEERING (01315)  
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>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	233,518	313,295	433,869	433,869
710103 Extra Help	71,472	114,000	255,971	255,971
710105 Overtime	808	0	0	0
710200 Retirement	69,635	106,301	191,615	191,615
710300 Health Insurance	47,794	66,000	107,613	107,613
710400 Workers' Compensation Insurance	1,742	1,264	1,369	1,369
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>424,969</b>	<b>600,860</b>	<b>990,437</b>	<b>990,437</b>
<b>SERVICES &amp; SUPPLIES</b>				
720200 Clothing & Personal Supplies	0	50	50	50
720300 Communications	6,851	6,500	5,000	5,000
720305 Microwave Radio Services	67,091	41,233	0	0
720600 Insurance	123	157	160	160
720800 Maintenance - Equipment	0	300	300	132
721100 Memberships	0	530	2,400	2,400
721300 Office Expense	3,650	2,500	6,000	4,000
721400 Professional & Specialized Services	60,001	61,000	146,000	146,000
721500 Publications & Legal Notices	2,816	300	300	300
721600 Rents & Leases - Equipment	10,084	16,000	12,000	12,000
721800 Small Tools & Instruments	199	250	250	250
721900 Special Departmental Expense	250	500	6,000	6,000
722000 Transportation & Travel	1,292	1,200	6,000	1,200
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>152,357</b>	<b>130,520</b>	<b>184,460</b>	<b>177,492</b>
<b>FIXED ASSETS</b>				
740300 Equipment	0	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL - RMA - ENGINEERING</b>	<b>577,326</b>	<b>731,380</b>	<b>1,174,897</b>	<b>1,167,929</b>

**RMA - ENGINEERING**

**COMMENTS**

In April 2002, the Board of Supervisors passed 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 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). With the transfer of these functions, RMA-Engineering Department has continued responsibility over the following divisions with individual budgets within the RMA:

Resource Management Agency – Engineering	01315
• Building Inspection	01370
• Flood Control Services Trust Fund	15010
• Refuse Disposal (Liner Fund)	11100
• Special District Services	01340

**STAFFING**

<u>Permanent</u>	2011-12 Authorized			2012-13 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician II	1			0		1*
Administrative Assistant	0		1			
Assistant County Engineer	0	1		0	1	
Assistant Engineer	1			3**		
County Engineer	1			1		
Office Services Supervisor II	1			1		
Senior Civil Engineer	<u>1</u>			<u>1</u>		
Total Permanent	5	<u>1</u>	<u>1</u>	6	<u>1</u>	<u>1</u>

\*The Accounting Technician position is recommended to be eliminated.

\*\*Two Assistant Engineers are recommended to be transferred from other budgets into 01315 - One Assistant Engineer from Refuse Budget (01380) and One Assistant Engineer moved from Special District Budget (01340).

**SALARIES & EMPLOYEE BENEFITS**

- 710102      **Permanent Salaries** (\$433,869) are recommended increased \$120,574 based on the cost of recommended staffing.
- 710103      **Extra Help** (\$255,971) is recommended increased \$141,971 based on the cost of using extra-help civil engineers to work on projects for which this cost 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 reduced \$1,500 based on the current and projected staffing levels and cell phone expenses of this Department.
- 720305      **Microwave Radio Services** (\$0) is not recommended, a reduction of \$41,233, as the Department will not utilize the County's microwave radio network; and therefore, will not contribute to the Internal Service Fund for 2012-13.
- 720600      **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800      **Maintenance - Equipment** (\$132) is recommended reduced \$168 based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.
- 721100      **Memberships** (\$2,400) is recommended increased \$1,870 for membership in the California Land Surveyors' Association (\$250) and the County Engineers Association (\$350), CSAC (\$350), ESJPA (\$250), and RWMG (\$1,200).
- 721300      **Office Expense** (\$4,000) is recommended increased \$1,500 for office and computer supplies based on the current and projected staffing levels.

**SERVICES & SUPPLIES** (continued)

- 721400**      **Professional & Specialized Services** (\$146,000) is recommended to fund the continued need for surveyor services (\$50,000) and outside engineering and construction services (\$92,000). This account also funds two (2) licenses for AutoCAD Civil 3D (\$2,800), and one (1) license for Water CAD (\$1,200).
- 721500**      **Publications & Legal Notices** (\$300) is recommended unchanged for cost to advertise bidding of County projects.
- 721600**      **Rents & Leases - Equipment** (\$12,000) is recommended reduced \$4,000 based on current and projected expenditures for the rental of copy machines used by this Department and rental of vehicles from the Central Garage.
- 721800**      **Small Tools & Instruments** (\$250) is recommended unchanged.
- 721900**      **Special Departmental Expense** (\$6,000) is recommended increased \$5,500 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** (\$1,200) is recommended unchanged to provide out-of-county travel, private mileage reimbursement, and training. This is based on the current and projected staffing levels.