

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

Department: **RMA - SPECIAL
DISTRICTS SERVICES (01340)**
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>	<u>BOARD ADOPTED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS					
710102 Permanent Salaries	1,092,829	1,266,233	1,166,353	1,166,353	1,166,353
710103 Extra Help	49,927	0	43,682	43,682	43,682
710105 Overtime	59,095	50,000	60,000	60,000	60,000
710106 Stand-By Pay	32,108	35,000	40,000	40,000	40,000
710200 Retirement	272,338	325,797	322,305	322,305	322,305
710300 Health Insurance	182,138	244,589	234,792	234,792	234,792
710400 Workers' Compensation Insurance	93,269	75,929	95,310	95,310	95,310
TOTAL SALARIES & EMPLOYEE BENEFITS	1,781,704	1,997,548	1,962,442	1,962,442	1,962,442
SERVICES & SUPPLIES					
720200 Clothing & Personal Supplies	5,727	6,500	6,500	6,500	6,500
720300 Communications	6,998	12,000	12,000	12,000	12,000
720305 Microwave Radio Services	0	25,010	0	0	0
720500 Household Expense	10	600	800	800	800
720600 Insurance	7,975	19,233	41,883	41,883	41,883
720800 Maintenance - Equipment	355	15,000	25,000	17,000	17,000
720900 Maintenance - Structures & Grounds	182	250	500	500	500
721000 Medical, Dental & Lab Supplies	0	1,500	4,500	1,500	1,500
721100 Memberships	2,028	2,438	3,800	3,800	3,800
721300 Office Expense	3,437	8,000	13,500	8,000	8,000
721400 Professional & Specialized Services	1,495	7,500	160,000	160,000	120,000
721500 Publications & Legal Notices	0	250	1,000	1,000	1,000
721600 Rents & Leases - Equipment	164,317	160,000	170,000	160,000	160,000
721800 Small Tools & Instruments	79	5,000	7,000	5,000	5,000
721900 Special Departmental Expense	1,897	3,500	3,500	3,500	3,500
722000 Transportation & Travel	1,764	4,000	4,000	4,000	4,000
722100 Utilities	19,548	0	0	0	0
TOTAL SERVICES & SUPPLIES	215,812	270,781	453,983	425,483	385,483

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FIXED ASSETS					
740300 Equipment	14,693	33,800	42,500	42,500	42,500
TOTAL FIXED ASSETS	14,693	33,800	42,500	42,500	42,500
TOTAL - RMA - SPECIAL DISTRICTS SERVICES	2,012,209	2,302,129	2,458,925	2,430,425	2,390,425

COMMENTS

This budget is administered under the jurisdiction of the County Engineering Department, Special Districts Division. It allocates funds for expenses pertaining to salaries and wages for field and administrative staff, equipment expenses, administrative overhead, and indirect costs associated with Operation of County Maintenance District and Service Areas. These districts and service areas primarily provide water and wastewater services; although, there are a few that include street light and drainage services.

REVENUE

The revenue for the Special Districts Budget is obtained through charges to the individual County Maintenance Districts and Service Areas Budgets. The costs incurred for the field personnel's time and equipment are billed directly to the Maintenance District or Service Area where the work was performed. The costs incurred for Special Districts Administration, Tools, Equipment, Fixed Assets, and the A87 plan are billed to the districts based on a pro rata share of Improved Water and Sewer Units. Equipment maintenance and repair costs are recovered through rental fees charged to the districts that use them.

Special Districts continues to evaluate district rates and propose increases where needed to provide adequate revenues to cover all costs in this budget. The addition of a cost-of-living adjustment when rates have been increased is helping to ensure rates keep pace with expenses. Changes in fee collection policy and enforcement will help stabilize the revenues in all districts' budgets.

<u>REVENUE</u>	<u>Actual</u> <u>2010-11</u>	<u>Estimated</u> <u>2011-12</u>	<u>Projected</u> <u>2012-13</u>
District Revenue	\$1,944,386	\$2,208,034*	\$2,430,425
Indirect Related Revenue	<u>209,106</u>	<u>217,838</u>	<u>230,000</u>
Total Revenue	\$2,153,492	\$2,425,872	\$2,660,425
<u>EXPENSES</u>			
Expenditures	\$2,012,208	\$1,972,517	\$2,430,425
Indirect Costs	<u>209,106</u>	<u>217,838</u>	<u>230,000</u>
Total Cost	\$2,221,314	\$2,193,677	\$2,660,425

*Revenues are expected to exceed expenditures due to the receipt of under collected admin. charges from prior years.

STAFFING

<u>Permanent</u>	<u>2011-12 Authorized</u>	<u>2012-13 Recommended</u>
Account Clerk I/II	1	1
Administrative Analyst I/II	1	1
Assistant Engineer*	1	0*
Licensed Utility Worker I/II, or Utility Worker	15	15
Special Districts Manager	1	1
Special Districts Utility Manager	1	1
Supervising Licensed Utility Worker	<u>3</u>	<u>3</u>
Total Permanent	24	23

*The Assistant Engineer is recommended to be transferred to the Engineering Admin Budget (01315).

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,166,353) is recommended reduced \$99,880 based recommended staffing.
- 710103** **Extra Help** (\$43,682) is recommended to fund an extra help Special Disticts Electrician.
- 710105** **Overtime** (\$60,000) is recommended increased \$10,000 based on current expenditures and added demands of SRF, Proposition 84 , USDA and EPA projects. Overtime is generated primarily due to alarm conditions, system failures, and other emergencies that require employees to work beyond their shift or are called back outside of their regularly scheduled hours.
- 710106** **Stand-by Pay** (\$40,000) is recommended increased \$5,000 to provide for two (2) field staff (one in the mountain area & one in the valley area) to be on stand-by and ready to respond to alarms and emergencies after hours, nights, weekends, and holidays to ensure district coverage 24 hours per day, seven days per week.
- 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** (\$6,500) is recommended unchanged for uniform rental, rain gear, boot reimbursement as per MOU, and needed protective garments required by safety regulations to protect against Arc Flash. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- 720300** **Communications** (\$12,000) is recommended unchanged for telephone, cell phone, internet, and answering service costs. Cell phones to be used as primary method of communication for field staff. The cell phones will be used to monitor web-based SCADA. The answering service is needed to receive alarm calls and reports of problems, and to dispatch District employees who are on stand-by. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- 720500** **Household Expense** (\$800) is recommended increased \$200 based on current expenditures for cleaning and restroom supplies at the Valley shop. This Account is reimbursed by valley districts based on pro rata share of improved water and sewer units.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- 720800** **Maintenance – Equipment** (\$17,000) is recommended increased \$2,000 for maintaining heavy equipment (trucks, tractors, and implements), generators, pumps, welders, sewer cleaning equipment, etc. The increase is due to the addition of equipment purchased through the EPA grant. Account reimbursed by a combination of rental charges and charges to all districts based on pro rata share of improved water and sewer units.
- 720900** **Maintenance – Grounds** (\$500) is recommended increased \$250 based on projected expenses for minor maintenance costs for the valley shop facilities including herbicides, paint, and fence repair materials. Account reimbursed by valley districts based on pro rata share of improved water and sewer units.
- 721000** **Medical, Dental & Laboratory Supplies** (\$1,500) is recommended unchanged for first aid and safety supplies for the field shops, county vehicles, and the District office. Account reimbursed by all districts based on pro rata share of improved water and sewer units.
- 721100** **Memberships** (\$3,800) is recommended increased \$1,362 based on projected increases for memberships in the Regional Water Management Group, American Water Works Association, the California Rural Water Association, the California Special Districts Association, and the California Water Environment Association. Account reimbursed by all districts based on pro rata share of improved water and sewer units.

SERVICES & SUPPLIES (continued)

721300 **Office Expense** (\$8,000) is recommended unchanged for office supplies. Account reimbursed by all districts based on prorata share of improved water and sewer units.

721400 **Professional & Specialized Services** (\$160,000) is recommended increased \$152,500 for analysis of privatization of Special Districts (\$40,000), engineering (\$100,000), software maintenance (\$10,000), public outreach (\$6,000), emergency and other services (\$4,000). These services could be provided by the County or Private providers. Account reimbursed by all districts based on pro rata share of improved water and sewer units.

NOTE: Professional & Specialized Services was reduced to \$120,000, removing \$40,000 for analysis of privatization of Special Districts, per Board Direction.

721500 **Publications & Legal Notices** (\$1,000) is recommended increased \$750 based on new requirements for publishing official notices and required newspaper announcements. Account reimbursed by all districts based on prorata share of improved water and sewer units.

721600 **Rents & Leases - Equipment** (\$160,000) is recommended unchanged for the rental of 21+ vehicles from Central Garage. These vehicles are driven a total of 290,000 miles during the year in servicing the districts. Account reimbursed by all districts based on miles driven while servicing each district.

721800 **Small Tools & Instruments** (\$5,000) is recommended unchanged to purchase and replace tools and instruments carried on district vehicles, and tools and instruments used by the county electricians. Account reimbursed by all districts based on pro rata share of improved water and sewer units.

721900 **Special Departmental Expense** (\$3,500) is recommended unchanged for employees' State Sewer and Water Certifications and costs associated with employees' class A and B Driver's License testing and endorsements. Account reimbursed by all districts based on pro rata share of improved water and sewer units.

722000 **Transportation & Travel** (\$4,000) is recommended unchanged for registration fees, travel, meals, and lodging for training ranging from personnel management and Special District's management to water and sewer operations and regulations. Account reimbursed by all districts based on pro rata share of improved water and sewer units.

FIXED ASSETS

740300 **Equipment** (\$42,500) is recommended increased \$8,700 for the purchase of two (2) Utility Beds with rack and trailer package needed for the scheduled replacement of trucks #s (\$12,500), and the purchase of automated meter reading equipment (\$30,000). Account reimbursed by all districts based on pro rata share of improved water and sewer units.

The automated meter reading equipment will increase the speed, accuracy and efficiency of meter reading and billing while providing the customers the water use data they have been requesting and consists of:

- 2 - Auto-read handheld device reader/programmers at a cost of \$12,500 each (\$25,000 total)
- 2 - Auto-guns with probes at a cost of \$2,500 each (\$5,000 total)