

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

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	481,484	468,701	0	0
710103 Extra Help	7,946	0	69,200	69,200
710200 Retirement	134,713	139,853	5,290	5,290
710300 Health Insurance	40,555	39,044	0	0
710400 Workers' Compensation Insurance	2,907	2,755	1,894	1,894
TOTAL SALARIES & EMPLOYEE BENEFITS	667,605	650,353	76,384	76,384
SERVICES & SUPPLIES				
720300 Communications	5,458	5,700	3,500	3,500
720600 Insurance	88,413	80,862	87,205	87,205
720800 Maintenance - Equipment	3,370	3,250	1,000	1,000
721000 Medical/Dental/Lab Supplies	149	0	0	0
721300 Office Expense	5,044	3,775	1,500	1,500
721400 Professional & Specialized Services	44,625	73,900	73,900	73,900
721600 Rents & Leases - Equipment	7,263	4,850	2,000	2,000
721703 Common Area Maintenance Fee	22,164	28,550	25,000	25,000
721900 Special Departmental Expense	20	0	3,000	3,000
722000 Transportation & Travel	1,406	1,475	500	500
TOTAL SERVICES & SUPPLIES	177,912	202,362	197,605	197,605
FIXED ASSETS				
740300 Equipment/Furniture	3,200	0	0	0
TOTAL FIXED ASSETS	3,200	0	0	0
TOTAL - RMA - ADMINISTRATION	848,717	852,715	273,989	273,989

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

For FY 2011-12, in light of the significant budget challenges which the County faces, major adjustments to this budget organization were approved by the Board of Supervisors on May 24, 2011. The adjustments fall into two categories: (1) The Creation of a new budget organization to oversee County special projects, including those that are grant-funded, and the transfer of General Services functions (Building Maintenance and Grounds Maintenance) from the Department of Engineering and General Services. This realignment will transfer two existing RMA-Administration positions to the new budget organization – General Services; and (2) The reduction in staffing for the remaining administrative functions of RMA-Administration. The staff reduction will require a redistribution of administrative functions from RMA Administration to the RMA department level. The recommended changes will provide a minimum level of RMA-Administration oversight for departmental activities, and will keep in place a structure that can respond as the economy begins to revitalize.

The savings generated by the recommended adjustments to RMA-Administration are shown in the following table.

	Base Budget (FY 2010-11)	Recommended Org 01310	Recommended Org 01311	Net County Cost/Savings
Salaries & Benefits	\$650,353	\$76,384	\$225,142	\$348,827
Services & Supplies	202,362	197,605	80,500	(75,743)
Less Revenue	<u>(50,000)</u>	<u>0</u>	<u>(125,000)</u>	<u>75,000</u>
Net County Cost	\$802,715	\$273,989	\$180,642	-
Net County Savings				\$348,084

STAFFING

<u>Permanent</u>	<u>2010-11 Authorized</u>	<u>2011-12 Recommended</u>		
		<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Administrative Assistant	1	0		1 ⁽¹⁾
Administrative Services Director	1	0		1 ⁽¹⁾
Assistant Engineer	1	0		1 ⁽²⁾
Deputy Resource Management Agency Director	1	0		1 ⁽¹⁾
Parks & Public Facilities Director	1	0		1 ⁽³⁾
Program Assistant I/II	1	0		1 ⁽²⁾
Resource Management Agency Director	<u>1</u>	<u>0</u>	<u>1</u> ⁽⁴⁾	<u>-</u>
Total Permanent	<u>7</u>	<u>0</u>	<u>1</u>	<u>6</u>

(1) These positions have been eliminated effective June 30, 2011, as approved by the Board of Supervisors on May 24, 2011.

(2) These positions are recommended to be 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 have been established since that approval. Staff is recommending deletion of the position at this time.

(4) The Resource Management Agency Director is being temporarily filled as extra-help

SALARIES & EMPLOYEE BENEFITS

710102 **Permanent Salaries** (\$0) are recommended reduced \$468,701 based on the reduction of permanent positions from this budget organization.

710103 **Extra Help Salaries** (\$69,200) are recommended increased \$69,200 based on the recommended continuation of employing the RMA Director in an extra help capacity.

710200 **Retirement** reflects the County’s anticipated contribution to Social Security for the extra-help RMA Director.

710300 **Health Insurance** premiums are recommended at \$0 based on the reduction of permanent positions in this budget organization.

710400 **Workers’ Compensation** reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$3,500) is recommended reduced \$2,200 which will provide the anticipated telephone, cell phone, and alarm line expenses of this Department. A portion of the reduction (\$1,500) is included in the new budget organization 01311.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$1,000) is recommended reduced \$2,250 for limited office equipment warranty and repair requirements.
- 721300** **Office Expense** (\$1,500) is recommended reduced \$2,275 for office supplies based on prior year actual expenditures. A portion of the reduction (\$1,500) is included in the new budget organization 01311.
- 721400** **Professional & Specialized Services** (\$73,900) is recommended unchanged 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 (\$71,900); and the fire alarm system for the RMA facility (\$2,000).
- 721600** **Rents & Leases - Equipment** (\$2,000) is recommended reduced \$2,850 for the rental of vehicles from the Central Garage based on anticipated usage by the RMA-Administration staff. A portion of the reduction (\$2,000) is included in the new budget organization 01311.
- 721703** **Common Area Maintenance Fees** (\$25,000) is recommended reduced \$3,550 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** (\$3,000) is recommended increased \$3,000 to fund insurance premiums for the Ahwahnee Hills Park. These premiums will become the responsibility of the Friends of Ahwahnee Hills Park beginning in fiscal year 2012-13.
- 722000** **Transportation & Travel** (\$500) is recommended reduced \$975 to provide minimal funding for travel, conference attendance, and training. A portion of the reduction (\$500) is included in the new budget organization 01311.