

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

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

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2009-10</u>	BOARD APPROVED EXPENDITURES <u>2010-11</u>	DEPARTMENT REQUEST <u>2011-12</u>	CAO RECOMMENDED <u>2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	401,438	422,331	313,295	313,295
710103 Extra Help	58,067	0	114,000	114,000
710105 Overtime	447	0	0	0
710200 Retirement	113,261	116,526	106,301	106,301
710300 Health Insurance	58,639	61,643	66,000	66,000
710400 Workers' Compensation Insurance	2,127	1,742	1,264	1,264
TOTAL SALARIES & EMPLOYEE BENEFITS	633,979	602,242	600,860	600,860
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	32	50	50	50
720300 Communications	6,796	6,500	6,500	6,500
720305 Microwave Radio Services	0	67,091	41,233	41,233
720600 Insurance	161	123	157	157
720800 Maintenance - Equipment	86	300	300	300
721100 Memberships	79	530	530	530
721300 Office Expense	3,162	2,500	2,500	2,500
721400 Professional & Specialized Services	108,063	61,000	61,000	61,000
721500 Publications & Legal Notices	0	300	300	300
721600 Rents & Leases - Equipment	16,221	16,000	16,000	16,000
721800 Small Tools & Instruments	192	250	250	250
721900 Special Departmental Expense	550	500	500	500
722000 Transportation & Travel	892	1,200	1,200	1,200
TOTAL SERVICES & SUPPLIES	136,234	156,344	130,520	130,520
FIXED ASSETS				
740300 Equipment	1,459	0	0	0
TOTAL FIXED ASSETS	1,459	0	0	0
TOTAL - RMA - ENGINEERING	771,672	758,586	731,380	731,380

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 conceptually 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 01350
 - Refuse Disposal 01380
 - Special District Services 01340

STAFFING

<u>Permanent</u>	2010-11	2011-12 Recommended		
	<u>Authorized</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Accounting Technician II	1	1		
Administrative Assistant	1	0		1*
Assistant County Engineer	1	0	1	
Assistant Engineer	1	1		
County Engineer	1	1		
Office Services Supervisor II	1	1		
Senior Civil Engineer	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Permanent	7	5	1	1

*Note: The Administrative Assistant position was eliminated effective June 30, 2011, as approved by the Board of Supervisors on May 24, 2011.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$313,295) are recommended reduced \$109,036 based on the cost of recommended staffing.
- 710103** **Extra Help** (\$114,000) are recommended increased \$114,000 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** (\$6,500) is recommended unchanged based on the anticipated telephone and cell phone expenses of this Department.
- 720305** **Microwave Radio Services** (\$41,233) is recommended reduced \$25,858 and represents the Department's contribution to the Internal Service Fund for 2011-12 based on the number of radios in this Department utilizing the County's microwave radio network.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$300) is recommended unchanged based on anticipated expenditures for the washing of County vehicles and maintaining surveying equipment.
- 721100** **Memberships** (\$530) is recommended unchanged for membership in the California Land Surveyors' Association (\$180) and the County Engineers Association (\$350).
- 721300** **Office Expense** (\$2,500) is recommended unchanged for office and computer supplies.
- 721400** **Professional & Specialized Services** (\$61,000) is recommended unchanged to fund the continued need for surveyor services (\$50,000) and miscellaneous outside engineering services (\$7,000). This account also funds two (2) licenses for AutoCAD Civil 3D (\$2,800), and one (1) license for Water CAD (\$1,200).

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$300) is recommended unchanged for cost to advertise bidding of County projects.
- 721600** **Rents & Leases - Equipment** (\$16,000) is recommended unchanged and provides 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** (\$500) is recommended unchnaged for required State Fish & Game fees for any lake and stream bed alterations. Also included in this account are funds for the renewal for Civil Engineers' licenses.
- 722000** **Transportation & Travel** (\$1,200) is recommended unchanged to provide out-of-county travel, private mileage reimbursement, and training.