

**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>	ACTUAL EXPENDITURES 2009-10	BOARD APPROVED EXPENDITURES 2010-11	DEPARTMENT REQUEST 2011-12	CAO RECOMMENDED 2011-12
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,089,587	1,241,776	1,266,233	1,266,233
710103 Extra Help	60,308	0	0	0
710105 Overtime	36,732	40,000	50,000	50,000
710106 Stand-By Pay	33,061	35,000	35,000	35,000
710200 Retirement	276,884	297,164	325,797	325,797
710300 Health Insurance	163,234	207,218	244,589	244,589
710400 Workers' Compensation Insurance	58,751	93,269	75,929	75,929
TOTAL SALARIES & EMPLOYEE BENEFITS	1,718,557	1,914,427	1,997,548	1,997,548
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	4,139	6,000	6,500	6,500
720300 Communications	6,227	12,000	12,000	12,000
720305 Microwave Radio Services	12,019	12,137	25,010	25,010
720500 Household Expense	692	600	600	600
720600 Insurance	7,933	7,975	19,233	19,233
720800 Maintenance - Equipment	14,032	15,000	15,000	15,000
720900 Maintenance - Structures & Grounds	0	250	250	250
721000 Medical, Dental & Lab Supplies	0	1,200	1,500	1,500
721100 Memberships	850	1,854	2,438	2,438
721300 Office Expense	3,069	3,750	8,000	8,000
721400 Professional & Specialized Services	2,662	7,500	7,500	7,500
721500 Publications & Legal Notices	0	250	250	250
721600 Rents & Leases - Equipment	145,737	150,000	160,000	160,000
721800 Small Tools & Instruments	4,703	5,000	9,800	9,800
721900 Special Departmental Expense	3,506	3,500	3,500	3,500
722000 Transportation & Travel	0	3,000	4,000	4,000
TOTAL SERVICES & SUPPLIES	205,569	230,016	275,581	275,581
FIXED ASSETS				
740300 Equipment	3,509	35,000	29,000	29,000
TOTAL FIXED ASSETS	3,509	35,000	29,000	29,000
TOTAL - RMA - SPECIAL DISTRICTS SERVICES	1,927,635	2,179,443	2,302,129	2,302,129

COMMENTS

This budget is administered under the jurisdiction of the County Engineering Department Special Districts Division. It allocates funds for costs pertaining to staff wages, equipment costs, administrative overhead, and indirect costs associated with 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.

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 2009-10</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
District Revenue	\$1,926,360	\$2,179,443	\$2,302,129
Indirect Related Revenue	<u>187,675</u>	<u>200,000</u>	<u>230,000</u>
Total Revenue	\$2,114,035	\$2,379,443	\$2,532,129
<u>EXPENSES</u>			
Expenditures	\$1,927,635	\$2,179,443	\$2,302,129
Indirect Costs	<u>186,400</u>	<u>200,000</u>	<u>230,000</u>
Total Cost	\$2,114,035	\$2,379,443	\$2,532,129

STAFFING

<u>Permanent</u>	<u>2010-11 Authorized</u>	<u>2011-12 Recommended</u>
Account Clerk II	1	1
Administrative Analyst I/II	1	1
Assistant Engineer	1	1
Licensed Utility Worker I/II, or Utility Worker	15	15
Special Districts Electrician	1	1
Special Districts Manager	1	1
Special Districts Utility Manager	1	1
Supervising Licensed Utility Worker	<u>3</u>	<u>3</u>
Total Permanent	24	24

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,266,233) are recommended increased \$24,457 based on the cost of recommended staffing.
- 710105** **Overtime** (\$50,000) is recommended increased \$10,000 based on current expenditures and added demands of SRF 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 their regularly scheduled hours.
- 710106** **Stand-by Pay** (\$35,000) is recommended unchanged 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 increased \$500 based on current expenditures for uniform rental, rain gear, boot reimbursement as per MOU, and needed protective garments required by safety regulations to protect against Arc Flash.
- 720300** **Communications** (\$12,000) is recommended unchanged for telephone, cell phone, internet, and answering service costs. The answering service is needed to receive alarm calls and reports of problems, and to dispatch District employees who are on standby.
- 720605** **Microwave Radio Services** (\$25,010) is recommended, increased \$12,873 for the division's contribution to the Internal Service Fund for 2011-12 based on 28 radios in this Department utilizing the County's microwave radio network.
- 720500** **Household Expense** (\$600) is recommended unchanged for cleaning and restroom supplies at the Valley shop.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance – Equipment** (\$15,000) is recommended unchanged for maintaining phones, radio equipment, heavy equipment (tractors, dump truck and vacuum truck), pumps, hoses, welding, sewer cleaning equipment, etc.
- 720900** **Maintenance – Grounds** (\$250) is recommended unchanged for minor maintenance costs for the valley shop facilities including herbicides, paint, and fence repair materials.
- 721000** **Medical, Dental & Laboratory Supplies** (\$1,500) is recommended increased \$300 for first aid and safety supplies for the field shops, county vehicles, and the District office.
- 721100** **Memberships** (\$2,438) is recommended increased \$584 for memberships in the American Water Works Association (\$425), the California Rural Water Association (\$893), the California Special Districts Association (\$846), and the California Water Environment Association (\$274).
- 721300** **Office Expense** (\$8,000) is recommended increased \$4,250 for office supplies. The increase is necessary for supplies for the reorganization of the filing system, vertical files for plan sets (\$2,000), and a color printer (\$1,500).
- 721400** **Professional & Specialized Services** (\$7,500) is recommended unchanged for annual subscriptions for WINCAMS accounting software and SEMS Utility Management Software. The use of the CAMS cost system began in the 2009-10 budget year and is providing a more complete and detailed accounting of expenditures. The SEMS software will begin to be used in the 2011-12 budget year.

SERVICES & SUPPLIES (continued)

- 721500** **Publications & Legal Notices** (\$250) is recommended unchanged for publishing official notices and required newspaper announcements.
- 721600** **Rents & Leases - Equipment** (\$160,000) is recommended increased \$10,000 for the rental of 21 vehicles from the Central Garage. These vehicles are driven a total of 290,000 miles during the year in servicing the districts.
- 721800** **Small Tools & Instruments** (\$9,800) is recommended increased \$4,800 to purchase and replace tools and instruments carried on district vehicles, and tools and instruments used by the county electrician. The increased expenditure is for the purchase of two (2) Laptop Computers for use by on-call staff (\$1,800), and the purchase of Missions Control Portable SCADA Unit (\$3,000) for use at various districts for special system monitoring.
- 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.
- 722000** **Transportation & Travel** (\$4,000) is recommended increased \$1,000 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.

FIXED ASSETS

- 740300** **Equipment** (\$29,000) is recommended reduced \$6,000 for the purchase of a Utility bed with rack and trailer package needed for the scheduled replacement of truck #199 (\$6,000), and the purchase of automated meter reading equipment (\$25,000). 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 \$11,000 each (\$22,000 total)
 - 2 - Auto-guns with probes at a cost of \$1,500 each (\$3,000 total)