

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2008-09**

Department: **RMA - SPECIAL
DISTRICTS SERVICES (01340)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2006-07</u>	<u>BOARD APPROVED EXPENDITURES 2007-08</u>	<u>DEPARTMENT REQUEST 2008-09</u>	<u>CAO RECOMMENDATION 2008-09</u>
<u>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	801,702	1,176,000	1,357,800	1,180,000
710103 Extra Help	5,376	0	80,000	0
710105 Overtime	35,260	45,000	62,500	45,000
710106 Stand-By Pay	37,439	39,000	35,000	35,000
710200 Retirement	164,879	223,000	334,900	291,500
710300 Health Insurance	97,439	158,250	193,000	158,000
710400 Workers' Compensation Insurance	16,304	31,962	37,235	37,235
TOTAL SALARIES & EMPLOYEE BENEFITS	1,158,399	1,673,212	2,100,435	1,746,735
<u>SERVICES & SUPPLIES</u>				
720200 Clothing & Personal Supplies	5,800	6,000	7,600	6,000
720300 Communications	4,843	5,250	8,500	8,000
720500 Household Expense	294	400	400	400
720600 Insurance	6,546	7,062	9,980	9,980
720800 Maintenance - Equipment	14,986	15,000	10,500	10,500
720900 Maintenance - Structures & Grounds	658	800	500	500
721000 Medical, Dental & Lab Supplies	2,598	3,000	1,900	1,900
721100 Memberships	1,350	1,475	1,500	1,475
721300 Office Expense	7,245	5,400	10,000	4,000
721400 Professional & Specialized Services	80,223	8,600	0	0
721500 Publications & Legal Notices	28	250	250	250
721600 Rents & Leases - Equipment	119,338	105,000	120,500	129,000
721800 Small Tools & Instruments	2,711	5,000	7,500	5,000
721900 Special Departmental Expense	1,728	6,700	6,700	3,500
722000 Transportation & Travel	4,788	6,000	10,000	6,000
TOTAL SERVICES & SUPPLIES	253,136	175,937	195,830	186,505

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<u>FIXED ASSETS</u>				
740300 Equipment	15,231	9,100	302,250	8,150
TOTAL FIXED ASSETS	15,231	9,100	302,250	8,150
TOTAL - RMA - SPECIAL DISTRICTS SERVICES	1,426,766	1,858,249	2,598,515	1,941,390

COMMENTS

This budget reflects the maintenance districts and service area work under the jurisdiction of the Resource Management Agency. Revenue for this budget is provided by charges to the various districts for services of the Special Districts and Engineering Administration.

As will be shown and discussed in this budget, the County has been subsidizing the operation of Special Districts at the expense of County discretionary funds for a number of years. During 2007-08 a number of districts rates were adjusted by the Board of Supervisors. RMA will be coming to the Board of Supervisors either in the later part of 2007-08, or early 2008-09 to recommend rate increases for the balance of the districts which do require rate adjustments.

The review and recommendations within this budget will be based on maintaining the current level of service.

REVENUE

The actual and projected revenues and expenditures set forth below continue to reflect the use of the County General Fund to support the operation of Special Districts. At this time, no indirect costs are being charged to Special Districts for the support by other County Departments.

In the Management Letter prepared by the County's Outside Auditing Firm for fiscal year 2003-04, it states, "The fees County Engineering charges County Maintenance Districts and Service Areas for its services are no longer sufficient to recover the actual costs of personnel and overhead to provide the services." The Management Letter goes on to say, "..when the general fund supports the special districts in this manner, the general fund has that much less resources available to provide other needed and required County services." RMA-Special District Services is under a Board of Supervisors' directive to submit recommended rate adjustments so the districts will be self-supported and not require the support of the County's discretionary funds.

REVENUE (continued)

	<u>Actual 2005-06</u>	<u>Actual 2006-07</u>	<u>Actual & Estimated 2007-08</u>	<u>Projected 2008-09</u>
District Revenue	\$1,158,411	\$1,194,571	\$1,525,000	\$1,894,890**
Administrative Service Fee*	<u>61,694</u>	<u>74,334</u>	<u>47,000</u>	<u>47,000</u>
Total Revenue	\$1,220,105	\$1,268,905	\$1,572,000	\$1,941,890
Less: County Expenditures	<u>1,330,993</u>	<u>1,426,766</u>	<u>1,760,000</u>	<u>1,941,890</u>
County Cost	\$ 110,888	\$ 157,861	\$ 188,000	-0-
Plus: Indirect Costs	<u>538,760</u>	<u>538,760</u>	<u>176,497</u>	<u>170,395</u>
Total Cost to County	\$ 649,648	\$ 696,621	\$ 364,497	\$ 170,395

*Note: The County Auditor charges the Districts an administrative service fee, which appears as a revenue in the General Fund Revenue Auditing and Accounting fees account (660300).

**Some of the Special Districts will not be able to fully reimburse the County General Fund for their direct expenditures, much less their indirect expenses, therefore, this stated revenue will not actually be 100% realized.

STAFFING

The Department is requesting four (4) additional permanent positions for 2008-09 briefly set forth as follows:

- 3 **Licensed Utility Worker II's** The three (3) requested additional positions would be dedicated specifically to MD-22A (Oakhurst), MD-60 Dillion Estates, CSA-2 (Bass Lake, MD-6 (Lake Shore and MD-7 (Marina View). The Department has indicated that the rates adopted by the Board of Supervisors will support a higher level of service. Estimated twelve-month cost is \$181,404.
- 1 **Senior Administrative Analyst** The Department is requesting this additional position based on multiple advanced level responsibilities requiring an analytical analyst to organize, analyze, and prepare reports of various types. This position would assist management with strategic planning and analysis. The Department indicates that the position would pay for itself by the 45 percent overhead charges for the three (3) requested positions discussed above. Estimated twelve-month cost is \$74,368.

The Department is also requesting two (2) additional Extra Help positions.

Senior Administrative Analyst The extra help position will work along side the administrative staff of Special Districts Administration in support of daily, weekly and monthly functions to include; billing and vendor account auditing and trending, State of California and Madera County Environmental Health monthly and annual Water reporting, district unit analysis and maintenance, assorted data entry and as a district liaison for Special District information requests.

Assistant Engineer The extra help position would work in the support of Special Districts management and is needed for assorted technical work including writing RFP's , checking plans and supporting current Special Districts engineering projects such as the MD-22A spray field expansion, Rolling Hills water system upgrades, and GIS implementation.

Requested funding for the extra help staffing is \$80,000.

Recommendation

RMA Administration has indicated that a comprehensive assessment of operational and administrative priorities of the department must be undertaken before any additional staffing can be proposed. The proposed staffing increases are not recommended to be funded.

STAFFING

<u>Permanent</u>	<u>2007-08 Authorized</u>	<u>2008-09 Request & Recommend</u>	
Account Clerk II	1	1	1
Administrative Analyst I or II	1	1	1
Assistant Engineer	1	1	1
Licensed Utility Worker I, II, or Utility Worker	15	18	15
Senior Administrative Analyst	-	1	-
Special Districts Electrician	1	1	1
Special Districts Utility Manager	1	1	1
Special Districts Manager	1	1	1
Supervising Licensed Utility Worker	<u>3</u>	<u>3</u>	<u>3</u>
Total Permanent	24	28	24

SALARIES & EMPLOYEE BENEFITS

- 710102 Permanent Salaries are recommended at \$1,180,000 based on present cost of staff.

- 710105 Overtime is recommended to be funded at \$45,000 based on past and current expenditures. Overtime is generated primarily due to call out and weekend work requirements.

- 710106 Standby-Pay is recommended to be funded at \$35,000. The maintenance of the sewer and water systems is a 24-hour, 7-day per week obligation. The Program requires one employee in the Mountain Area and one employee in the Valley to be on call nights, weekends and holidays.

SALARIES & EMPLOYEE BENEFITS (continued)

- 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** is recommended at \$6,000 based on current expenditures for uniform rental, rain gear, gloves, safety equipment and first aid supplies.
- 720300 **Communications** is recommended at \$8,000 for telephone, cell phone, Internet and answering service to dispatch District Service employees who are on standby evenings and weekends.
- 720500 **Household Expense** is recommended at \$400 to cover cleaning supplies at the Valley shop.
- 720600 **Insurance contribution** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** (\$10,500) covers cost of maintaining phones, radio equipment, backhoe, pumps, hoses, welding, sewer cleaning equipment, and gasoline for the backhoe and two tank trucks.
- 720900 **Maintenance - Structures and Grounds** is recommended at \$500. This account covers supplies for welding and plumbing.
- 721000 **Medical, Dental & Laboratory Supplies** is recommended at \$1,900 for the replacement of first aid supplies and water pollution testing equipment. The required frequency of testing of sewage treatment plants and additional districts affects this account.
- 721100 **Memberships** (\$1,475) is recommended for membership in the American Water Works Association (\$225), the California Rural Water Association (\$500), the California Water Environment Association (\$200), and the Special Districts Association (\$550).

SERVICES & SUPPLIES (continued)

- 721300 **Office Expense** is recommended at \$4,000 for routine office supplies.
- 721500 **Publications & Legal Notices** (\$250) This account covers the expense of notices and required newspaper announcements.
- 721600 **Rents & Leases - Equipment** is recommended at \$129,000. This account is for the rental of equipment (\$5,000), and also vehicles from the Central Garage. Mileage for this Department is estimated at 229,600 miles for pickups at a cost of 54¢ per mile (\$124,000). This account also provides funding for the Department's pro-rata share of a radio repeater lease.
- 721800 **Small Tools & Instruments** is recommended at \$5,000 based on anticipated use and replacement.
- 721900 **Special Departmental Expense** is recommended at \$3,500. This account provides for miscellaneous expenditures, such as ice during the summer months, the cost of special endorsements to the employees' drivers license for transportation of pressurized chlorine for water purification at water treatment plants, and costs for required employee State Sewer and Water Certifications (\$700).
- 722000 **Transportation & Travel** (\$6,000) covers cost of meals, motels and fees for anticipated classes on treatment plant operation. This account includes private mileage when employees are called out from home. For 2008/09, an additional \$3,000 is recommended to allow three (3) Supervisors to attend the Special Districts Institute's Special Districts Governance seminar.

FIXED ASSETS

The following fixed assets are recommended for purchase in 2008-09:

- 1 **Plasma Cutter (N)** (\$2,250) would be used for cutting stainless steel and aluminum which is frequently needed by the District Shops.
- 2 **Heavy Duty Bench Vices (N)** (\$2,500) which are fixed placement tools and one would be placed in the Valley and the Mountains.
- 2 **Aqua-Trac 50 (N)** (\$3,400) for the location of water lines. One would be placed in the Valley and one in the Mountains.

The following fixed assets are not recommended for purchase until at which time the District rates can support the purchase of these items. The initial purchase cost of vehicles and fixed assets items paid for by County discretionary funds have not been recovered through charges to the Districts.

- 1 **Cams Accounting Software System (N)** \$45,000
- 1 **Trailer-Mounted Sewer Hydro Flushers (N)** \$70,000
- 1 **Boom Truck (R)** \$70,000
- 1 **Compact Track Loader (N)** \$55,000
- 1 **Sewer Camera and Locating System (N)** \$11,000
- 2 **Metal Cutting Band Saws (N)** \$5,000
- 2 **20 ton Shop Press (N)** \$4,800
- 2 **Computers (N)** \$2,200
- 1 **50kw Generator (N)** \$30,000

Computer Equipment

- 1 **Computer (R)** (\$1,100) The Department is requesting that a computer currently being used by the Administrative Analyst be replaced with a newer model. This request is not funded in this budget and is addressed in the Information Technology Budget.