

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

Department:

**RMA -  
ENGINEERING (01315)**

Function:

**General**

Activity:

**Property Management**

Fund:

**General**

<u>ACCOUNT CLASSIFICATION</u>	ACTUAL EXPENDITURES <u>2006-07</u>	BOARD APPROVED EXPENDITURES <u>2007-08</u>	DEPARTMENT REQUEST <u>2008-09</u>	CAO RECOMMENDATION <u>2008-09</u>
<b><u>SALARIES &amp; EMPLOYEE BENEFITS</u></b>				
710102 Permanent Salaries	350,426	608,000	791,500	585,000
710103 Extra Help	24,471	0	19,200	0
710105 Overtime	6,991	0	7,100	0
710200 Retirement	68,977	121,500	201,000	150,500
710300 Health Insurance	45,802	72,000	104,000	77,500
710400 Workers' Compensation Insurance	3,431	2,768	1,859	1,859
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>500,098</b>	<b>804,268</b>	<b>1,124,659</b>	<b>814,859</b>
<b><u>SERVICES &amp; SUPPLIES</u></b>				
720200 Clothing & Personal Supplies	0	50	360	50
720300 Communications	12,182	11,900	7,700	11,900
720600 Insurance	106	120	148	148
720800 Maintenance - Equipment	235	300	300	300
721100 Memberships	79	1,510	4,400	2,070
721300 Office Expense	3,783	4,000	15,500	4,000
721400 Professional & Specialized Services	738,678	127,500	146,000	81,600
721500 Publications & Legal Notices	0	300	2,000	300
721600 Rents & Leases - Equipment	9,015	13,800	21,000	16,200
721800 Small Tools & Instruments	0	450	450	250
721900 Special Departmental Expense	159	2,000	2,000	1,000
722000 Transportation & Travel	1,095	4,000	5,140	4,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>765,332</b>	<b>165,930</b>	<b>204,998</b>	<b>121,818</b>

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<u>FIXED ASSETS</u>				
740300 Equipment	0	0	9,100	0
<b>TOTAL - TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>9,100</b>	<b>0</b>
<b>TOTAL - RMA - ENGINEERING</b>	<b>1,265,430</b>	<b>970,198</b>	<b>1,338,757</b>	<b>936,677</b>

**COMMENTS**

In April 2002, the Board of Supervisors passed an ordinance creating a Resource Management Agency (RMA). The Agency 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 and general services, public works, special district services, road and transportation, environmental health and parks and recreation activities. In 2004-05 the Board of Supervisors set apart the engineering functions from RMA Administration, and created a separate RMA Engineering budget. RMA Engineering has responsibility over the following divisions within the RMA:

**Resource Management Agency - Engineering**

**Building Inspection**  
**Building Maintenance**  
**Building Operations**  
**Flood Control Services**  
**Grounds Maintenance**  
**Refuse Disposal**  
**Special District Services**

**STAFFING**

The Department is requesting the following additional positions for 2008-09:

- 1 **Assistant Engineer** The Department is requesting one (1) additional Assistant Engineer position based on the workload of the Department. The estimated twelve (12) month cost for the requested position is \$76,300.
- 2 **Administrative Assistant** The Department is requesting two (2) additional Administrative Assistant positions. There is an increased workload demand on the Engineering Division staff due to the proactive administration. The County Engineer requires a dedicated clerical position to accomplish his daily duties. In addition, all division heads are performing clerical duties that are beyond the reasonable workload quantities. Estimated twelve (12) month cost for the requested positions is \$105,900.

**Recommendation**

Due to budgetary considerations, the requested additional positions are not recommended for funding in 2008-09.

**STAFFING (CONTINUED)**

**1 Deputy County Engineer** The Department is requesting a new position be allocated to Engineering. The position would not be required to be a civil engineer and would provide County Engineer-level supervision over Building Maintenance, Grounds, and Solid Waste. The estimated twelve (12) month cost for the requested position is \$110,000.

**Recommendation**

That the position of Deputy County Engineer not be approved.

<b><u>Permanent</u></b>	<b>2007-08</b>	<b>2008-09</b>	
	<b><u>Authorized</u></b>	<b><u>Request</u></b>	<b><u>Recommend</u></b>
Accounting Technician I	1	1	1
Administrative Assistant	-	2	-
Assistant County Engineer	1	1	1
Assistant Engineer	1	2	1
Associate Civil Engineer, or Engineer I, II or III	1	1	1
Deputy County Engineer	-	1	-
Engineering Technician	2	2	2
Office Assistant I or II	1	1	1
Office Services Supervisor II	1	1	1
Senior Civil Engineer	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Permanent</b>	<b>9</b>	<b>13</b>	<b>9</b>

**SALARIES & EMPLOYEE BENEFITS**

- 710102      **Permanent Salaries** are recommended at \$585,000 based on the current and recommended staffing level.
- 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) provides safety clothing for the survey crew.
- 720300      **Communications** (\$11,900) reflects the anticipated telephone and cell phone expenses of this Department. A request for three (3) additional cell phones and resulting increased communications cost is not recommended at this time. This account pays for all phone service for the divisions in the Engineering Department.
- 720600      **Insurance** contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800      **Maintenance - Equipment** is recommended at \$300 based on anticipated expenditures. This account funds the washing of County vehicles.
- 721100      **Memberships** is recommended at \$2,070 for membership in the California Land Surveyors' Association (\$170), the American Public Works Association (\$1,600), and the County Engineers Association (\$300).
- 721300      **Office Expense** is recommended at \$4,000 for office supplies. For 2008-09, it is recommended 1 - **Flat Bed Scanner** (N) (\$100) be purchased.
- 721400      **Professional & Specialized Services** (\$81,600) This account funds the continued need for surveyor services (\$60,000) and miscellaneous outside engineering services (\$10,000). This account also funds \$6,000 for three (3) licenses for AutoCAD Civil 3D, and the purchase of one copy of Water CAD for a one time cost of \$5,600. These programs are used extensively for engineering design projects and pipeline modeling for drinking water distribution systems.

**SERVICES & SUPPLIES** (continued)

- 721500     Publications & Legal Notices (\$300) is recommended to cover cost to advertise bidding of County projects.
- 721600     Rents & Leases - Equipment (\$16,200) This account provides for the rental of copy machines used by this Department (\$7,200), and rental of vehicles from the Central Garage estimated at 20,000 miles for a cost of \$9,000 based on anticipated usage.
- 721800     Small Tools & Instruments is recommended at \$250.
- 721900     Special Departmental Expense (\$1,000) is recommended for fees now required by State Fish & Game for any lake and stream bed alternations. Also included in this account are funds for the renewal for Civil Engineers' licenses.
- 722000     Transportation & Travel is recommended at \$4,000 to provide out-of-county travel, private mileage and training.

**FIXED ASSETS**

The following fixed assets are not recommended:

- 5     Computers ( R) (\$9,000) is requested to replace computers which are over five years old. The request is not recommended to be funded in this budget and is discussed in the Information Technology Budget.
- 1     Flatbed Scanner ( R) (\$100) is not funded in Fixed Assets and is recommended for purchase in Office Expense.