

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

Department: **GROUNDS
MAINTENANCE (01360)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	158,395	165,837	208,427	208,427
710103 Temporary Salaries	17,211	0	0	0
710200 Retirement	48,405	50,962	64,357	64,357
710300 Health Insurance	29,487	29,282	46,310	46,310
710400 Workers' Compensation Insurance	22,366	22,406	25,393	25,393
TOTAL SALARIES & EMPLOYEE BENEFITS	275,864	268,487	344,487	344,487
SERVICES & SUPPLIES				
720100 Agricultural	1,347	2,500	1,750	1,750
720200 Clothing & Personal Supplies	2,567	2,000	2,000	2,000
720300 Communications	2,365	2,000	2,000	2,000
720500 Household Expense	2,556	1,000	2,000	2,000
720600 Insurance	3,959	4,622	14,678	14,678
720800 Maintenance - Equipment	7,921	10,500	10,500	10,500
720900 Maintenance - Structures & Grounds	9,245	5,000	10,000	10,000
721100 Memberships	0	100	0	0
721300 Office Expense	139	1,700	150	150
721400 Professional & Specialized Services	1,655	0	0	0
721600 Rents & Leases - Equipment	12,494	13,000	13,000	13,000
721800 Small Tools & Instruments	2,262	2,500	2,500	2,500
721900 Special Departmental Expense	302	500	500	500
722000 Transportation & Travel	0	1,000	500	500
TOTAL SERVICES & SUPPLIES	46,813	46,422	59,578	59,578
GRAND TOTAL - GROUNDS MAINTENANCE	322,677	314,909	404,065	404,065

GROUNDS MAINTENANCE

COMMENTS

Grounds Maintenance provides landscape maintenance and irrigation systems repair to parks and landscaped areas, as well as plans and installs new landscaped areas, as directed, around County facilities. As time permits, Grounds Maintenance assists in projects funded through the Flood Control budget (15010). Time spent by Grounds Maintenance staff directly related to flood control activities is charged to the Interfund Expense account in the Flood Control budget.

<u>REVENUE</u>	<u>Actual</u> <u>2014-15</u>	<u>Estimated</u> <u>2015-16</u>	<u>Projected</u> <u>2016-17</u>
Intrafund/Interfund Revenue	\$19,664	\$25,000	\$25,000

Note: Revenue is derived from providing maintenance services to Child Support Services, Social Services, Behavioral Health, Public Health, First 5, and Road Department buildings for which costs can be recovered from those budgets.

STAFFING

<u>Permanent</u>	<u>2015-16 Authorized</u>		<u>2016-17 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Grounds/Flood Control Maintenance Supervisor	1		1	
Grounds/Flood Control Maintenance Worker I/II	2	5	3*	4
Senior Grounds/Flood Control Maintenance Worker	<u>1</u>	<u>5</u>	<u>1</u>	<u>4</u>
Total Permanent	4	5	5	4

*It is recommended to fund one Grounds/Flood Control Maintenance Worker I/II position.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$208,427) are recommended increased \$42,590 due to salary adjustments stemming from the Total Compensation Study as well as the funding of one permanent Grounds/Flood Control Maintenance Worker I/II position.
- 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.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES

- 720100** **Agriculture** (\$1,750) is recommended reduced \$750 based on current and projected expenses for required fertilizers, herbicides, insecticides, replacement trees and shrubs, and lawn seed.
- 720200** **Clothing & Personal Supplies** (\$2,000) are recommended unchanged based on current and projected expenses for uniforms, rain gear, gloves, and safety equipment.
- 720300** **Communications** (\$2,000) are recommended unchanged based on the Department's projected share of telecommunications cost, including monthly cell phone costs for staff to utilize the County's CRM system.
- 720500** **Household Expense** (\$2,000) is recommended increased \$1,000 based on current and projected expenses for janitorial supplies needed for County Parks and the maintenance shop.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$10,500) is recommended unchanged for maintenance of lawn care equipment and gasoline for non-road equipment.
- 720900** **Maintenance - Structures and Grounds** (\$10,000) is recommended increased \$5,000 due to projected costs to refurbish landscaping along 4th Street at the Government Center. Other County-wide expenses include physical improvements to the grounds, such as sidewalk repair, curbs, mow strips, sprinkler extensions and repairs, restroom repairs, etc.
- 721100** **Memberships** (\$0) are not recommended, a reduction of \$100.
- 721300** **Office Expense** (\$150) is recommended reduced \$1,550 based on current and projected expenses for office supplies.
- 721400** **Professional & Specialized Services** (\$0) are not recommended.
- 721600** **Rents & Leases - Equipment** (\$13,000) is recommended unchanged for rental of vehicles from the Central Garage and any necessary rental equipment.
- 721800** **Small Tools & Instruments** (\$2,500) are recommended unchanged for expenses for the small tools needed to do routine landscape maintenance county-wide.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721900** **Special Departmental Expense** (\$500) is recommended unchanged based on current and projected expenses for Grounds Maintenance's portion of the WinCams annual invoice, as well as for registration and supplies for application of chemical materials.
- 722000** **Transportation & Travel** (\$500) is recommended reduced \$500 for registration fees and meals associated with landscaping and grounds maintenance seminars, as well as for training for various certifications.