

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2024-25**

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

	<u>ACTUAL 2022-23</u>	<u>BOARD APPROVED 2023-24</u>	<u>DEPARTMENT REQUEST 2024-25</u>	<u>CAO RECOMMENDED 2024-25</u>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	24,555	15,000	80,000	80,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>24,555</b>	<b>15,000</b>	<b>80,000</b>	<b>80,000</b>
MISCELLANEOUS REVENUE				
670000 Intrafund Revenue	42,677	76,000	15,600	15,600
673903 Miscellaneous Reimbursement	523			
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>43,200</b>	<b>76,000</b>	<b>15,600</b>	<b>15,600</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>67,754</u></b>	<b><u>91,000</u></b>	<b><u>95,600</u></b>	<b><u>95,600</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	288,387	359,457	374,108	374,108
710106 Stand-By Pay	2,830	25,000	28,000	28,000
710200 Retirement	112,053	143,234	157,986	157,986
710300 Health Insurance	52,484	121,710	121,736	121,736
710400 Workers' Compensation Insurance	7,567	4,394	4,394	4,394
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>463,322</b>	<b>653,795</b>	<b>686,224</b>	<b>686,224</b>
SERVICES & SUPPLIES				
720100 Agricultural	681	3,700	2,000	2,000
720200 Clothing & Personal Supplies	13,054	13,000	10,000	10,000
720300 Communications	3,954	3,000	5,500	5,500
720500 Household Expense	2,195	2,000	4,000	4,000
720600 Insurance	45,325	104,747	104,747	104,747
720800 Maintenance - Equipment	21,836	25,000	18,000	18,000
720900 Maintenance - Structures & Grounds	38,020	47,000	40,000	40,000

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	<b>ACTUAL 2022-23</b>	<b>BOARD APPROVED 2023-24</b>	<b>DEPARTMENT REQUEST 2024-25</b>	<b>CAO RECOMMENDED 2024-25</b>
721300 Office Expense	556	3,000	3,000	3,000
721306 Eqpt< FA Limit	189	0	0	0
721400 Professional & Specialized Services	7,426	15,000	23,000	23,000
721601 Rents & Leases - Equipment	33,050	26,115	33,000	33,000
721800 Small Tools & Instruments	13,020	10,000	5,000	5,000
721900 Special Departmental Expense	0	500	500	500
722000 Transportation & Travel	1,185	500	500	500
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>180,490</b>	<b>253,562</b>	<b>249,247</b>	<b>249,247</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b>643,812</b>	<b>907,357</b>	<b>935,471</b>	<b>935,471</b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b>576,057</b>	<b>816,357</b>	<b>839,871</b>	<b>839,871</b>

## 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.

For Fiscal Year 2024-25, reductions in clothing, uniform expenses, small tools, equipment, and maintenance for equipment from a balanced budget in Parks and Grounds can lead to insufficient equipment maintenance, heightening the risk of accidents and injuries to park workers. Additionally, the lack of proper tools and equipment may prolong maintenance tasks, diminishing productivity and hindering our parks' upkeep and usability.

### ESTIMATED REVENUES

**662800**      Interfund Revenue (\$80,000) is anticipated in charges to subvented departments for grounds maintenance services.

**670000**      Intrafund Revenue (\$15,600) is anticipated in charges for grounds maintenance services.

### SALARIES & EMPLOYEE BENEFITS

**710102**      Permanent Salaries (\$374,108) is a recommended increase of \$14,651 based on maintaining existing staffing levels and projected step increases.

**710106**      Stand-By-Pay (\$28,000) is recommended to compensate staff for being on call to service events at County parks that occur during weekends. Stand-By-Pay also compensates staff for being on call for emergencies which may occur throughout the week. Discussed with HR.

**710200**      Retirement (\$157,986) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      Health Insurance (\$121,736) is based on the employer's share of health insurance premiums.

**710400**      Workers' Compensation (\$4,394) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

## GROUNDS MAINTENANCE

### SERVICES & SUPPLIES

- 720100**      **Agriculture** (\$2,000) is recommended to decrease \$1,700 based on current forecasted projections for hardware related expenses.
- 720200**      **Clothing & Personal Supplies** (\$10,000) is recommended decrease of \$3,000 which include uniforms, boot reimbursements, personal protective equipment, rain gear, and gloves.
- 720300**      **Communications** (\$5,500) is recommended to increase \$2,500 to reflect expenses related to 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** (\$4,000) is recommended increase of \$2,000 to reflect current pricing and historical spending based on current and projected expenses for janitorial supplies needed for County Parks and the maintenance shop.
- 720600**      **Insurance** (\$104,747) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$18,000) is recommended to decrease by \$7,000. Expenses include projected expenditures for maintenance of lawn care equipment and gasoline for non-road equipment.
- 720900**      **Maintenance - Structures and Grounds** (\$40,000) is recommended to decrease \$7,000 based on the projected forecast for county-wide expenses including physical improvements to the grounds, such as sidewalk repair, curbs, mow strips, sprinkler extensions and repairs, restroom repairs, etc. Additional funds are necessary to adequately maintain park space.
- 721300**      **Office Expense** (\$3,000) is recommended unchanged for expenses related to general office supplies and the addition of a newly leased scanner/printer.
- 721400**      **Professional & Specialized Services** (\$23,000) is recommended to increase by \$8,000 for specialized landscape and grounds maintenance services.
- 721601**      **Rents & Leases - Equipment** (\$33,000) is recommended to increase by \$6,885 due to the increase in mileage rates for maintenance vehicles. Expenses include costs for rental of vehicles from the Fleet Services, gasoline, and any necessary rental equipment to perform grounds maintenance.
- 721800**      **Small Tools & Instruments** (\$5,000) is recommended to decrease by \$2,500 to reflect current need of replacement tools, such as weedwhackers, edgers, and trimmers, needed to perform 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 unchanged for registration fees and meals associated with landscaping and grounds maintenance seminars, as well as for training for various certifications.

**COUNTY OF MADERA  
 BUDGET UNIT POSITION SUMMARY  
 BUDGET FOR THE FISCAL YEAR 2024-25**

Department: **GROUNDS  
 MAINTENANCE (01360)**  
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2023-24 Authorized Positions</u>		<u>2024-25 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3830	Grounds/Flood Control Maintenance Supervisor	1.0	-	1.0	-	-	-	
3834	Grounds/Flood Control Maintenance Worker I							
3835	Grounds/Flood Control Maintenance Worker II	6.0	1.0	6.0	1.0	-	-	
3836	Senior Grounds/Flood Control Maintenance Worker	1.0	-	1.0	-	-	-	
<b>TOTAL</b>		<b>8.0</b>	<b>1.0</b>	<b>8.0</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	

**NOTES:**