

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **BUILDING
MAINTENANCE (01330)**
Function: **General**
Activity: **Property Management**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	512,747	495,587	422,809	422,809
710102 Temporary Salaries	0	0	61,204	61,204
710105 Overtime	6,468	0	0	0
710106 Stand-By Pay	0	0	32,000	32,000
710200 Retirement	136,661	156,748	143,055	143,055
710300 Health Insurance	92,051	109,240	85,905	85,905
710400 Workers' Compensation Insurance	62,587	76,363	98,317	98,317
TOTAL SALARIES & EMPLOYEE BENEFITS	810,515	837,938	843,290	843,290
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	3,272	4,500	4,500	4,500
720300 Communications	6,438	5,700	5,800	5,800
720500 Household Expense	503	500	500	500
720600 Insurance	1,889	4,262	3,914	3,914
720800 Maintenance - Equipment	11,006	17,500	22,500	22,500
720900 Maintenance - Structures & Grounds	228,011	125,000	146,000	146,000
720905 Maintenance - Structures & Grounds-Jail	129,516	80,000	95,000	95,000
721300 Office Expense	1,224	500	500	500
721400 Professional & Specialized Services	156,325	100,000	158,900	158,900
721600 Rents & Leases - Equipment	31,366	28,000	33,400	33,400
721800 Small Tools & Instruments	4,142	4,000	4,000	4,000
721805 Small Tools & Instruments-Jail	888	2,000	2,000	2,000
721900 Special Departmental Expense	3,831	5,000	5,000	5,000
722000 Transportation & Travel	28	400	1,000	1,000
TOTAL SERVICES & SUPPLIES	578,440	377,362	483,014	483,014
TOTAL - BUILDING MAINTENANCE	1,388,955	1,215,300	1,326,304	1,326,304
OTHER CHARGES				

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730700 Judgements & Damages	3,400	0	0	0
TOTAL OTHER CHARGES	3,400	0	0	0
FIXED ASSETS				
740200 Buildings & Improvements	57,981	0	20,000	20,000
TOTAL FIXED ASSETS	57,981	0	20,000	20,000
GRAND TOTAL - BUILDING MAINTENANCE	1,450,336	1,215,300	1,346,304	1,346,304

BUILDING MAINTENANCE

COMMENTS

Building Maintenance performs routine and skilled maintenance, remodeling, installation, and repair to a variety of facilities county-wide, including, but not limited, to plumbing, electrical, painting, and structural elements. Building Maintenance also operates and maintains all plant equipment, such as heating, cooling, ventilating, mechanical, and utility systems.

<u>REVENUE</u>	Actual 2015-16	Estimated 2016-17	Projected 2017-18
Intrafund/Interfund Revenue*	\$115,258	\$105,000	\$175,500

Note: *Revenue is derived 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>	2016-17 Authorized		2017-18 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Building Crafts & Maintenance Supervisor	1		1	
Building Crafts & Maintenance Worker I/II	5		5	
Heating & Air-Conditioning Maintenance Specialist	2	0	2	0
Senior Building Crafts & Maintenance Worker	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total Permanent	10	1	10	1

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$422,809) are recommended reduced \$72,778 due to the retirement of longtime staff.
- 710103** **Temporary Salaries** (\$61,204) is recommended to fill two vacant Building Crafts & Maintenance Worker I/II positions.
- 700106** **Stand-By Pay** (\$32,000) is recommended for Stand-By Pay, which was instituted for Building Maintenance in September 2016. Stand-By Pay provides for two workers (one for general County facilities, and one for the County Jail and Juvenile Hall) to be ready to respond to alarms and emergencies that occur on nights, weekends, and holidays.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

BUILDING MAINTENANCE

SALARIES & EMPLOYEE BENEFITS (continued)

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** (\$4,500) is recommended unchanged for uniform rental, boot reimbursement, rain gear, gloves, safety equipment, and first aid supplies.

720300 **Communications** (\$5,800) is recommended increased \$100 based on the Department's projected share of telecommunications cost, including monthly cell phone costs (11 cell phones) for staff to utilize the County's CRM system.

720500 **Household Expense** (\$500) is recommended unchanged to supply materials not covered under the janitorial contract.

720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.

720800 **Maintenance - Equipment** (\$22,500) is recommended increased \$5,000 based on projected costs for maintenance of all shop equipment, such as forklift, crane, generator, bucket truck, and saws. Generator inspections for County facilities and gasoline for the two off-road vehicles assigned to this Department are also funded from this account.

720900 **Maintenance - Structures & Grounds** (\$146,000) is recommended increased \$21,000 based on actual and projected costs for the necessary supplies to perform maintenance work on County facilities. Included in this budget is \$12,500 for pest control services for County facilities, which was increased due to the addition of the Sheriff's, Agriculture, and Probation department facilities, and \$6,000 for the repair of the Oakhurst Branch Library entryways.

720905 **Maintenance - Structures & Grounds - Jail** (\$95,000) is recommended increased \$15,000 based on actual and projected expenditures for the necessary supplies to perform maintenance repairs at the County Jail.

721300 **Office Expense** (\$500) is recommended unchanged to purchase office and computer supplies.

BUILDING MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$158,900) are recommended increased \$58,900 due to increased contract costs for fire system inspection and testing, a new contract for secured gate maintenance at the County Jail, and a County-wide facility condition assessment to be performed by an outside consultant (\$40,000). Other services in this budget are preventative maintenance services for the heating and air-conditioning (HVAC) systems and controls within various County facilities, Fire System testing of County facilities (\$64,000); Fire System repairs of County facilities (\$10,000); elevator maintenance at the Government Center and County Library (\$18,696); and the service agreement for the security card access system for the Government Center (\$2,000). The remainder of funds are used for various unanticipated professional services needed throughout the year (\$24,204).
- 721600** **Rents & Leases - Equipment** (\$33,400) is recommended increased \$5,400 based on actual and projected expenditures for the rental of vehicles from the Central Garage and outside equipment rentals.
- 721800** **Small Tools & Instruments** (\$4,000) are recommended unchanged for tool replacement or purchases to address County building needs. This account funds purchases of small hand tools for plumbing, electrical, painting, carpentry, sewer, and other related trades.
- 721805** **Small Tools & Instruments - Jail** (\$2,000) are recommended unchanged for small tool replacement for the Correctional facility.
- 721900** **Special Departmental Expense** (\$5,000) is recommended unchanged based on actual and projected costs for the annual non-community water system fee and water testing required for the Bass Lake Government Center. This account also funds the annual generator permits required by the San Joaquin Valley Air Pollution Control District; and the Department's share of the annual CAMS system costs (\$1,250) is included in this account.
- 722000** **Transportation & Travel** (\$1,000) is recommended increased \$500 for travel and training expenses for the County Management Workshop and County General Services Association conference.
- 740200** **Buildings & Improvements** (\$20,000) are recommended to fabricate and install catwalk scaffolding in new housing units L&M at the County Jail. Building Maintenance staff cannot adequately access and maintain the plumbing in the housing units due to the height of the ceiling. The catwalks will allow staff safe and easy access to perform any plumbing maintenance.