

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	152,522	154,529	165,837	165,837
710200 Retirement	42,585	45,566	50,962	50,962
710300 Health Insurance	29,164	32,090	29,282	29,282
710400 Workers' Compensation Insurance	26,860	22,366	22,406	22,406
TOTAL SALARIES & EMPLOYEE BENEFITS	251,131	254,551	268,487	268,487
SERVICES & SUPPLIES				
720100 Agricultural	153	2,500	2,500	2,500
720200 Clothing & Personal Supplies	1,344	2,000	2,000	2,000
720300 Communications	1,437	2,000	2,000	2,000
720500 Household Expense	913	1,000	1,000	1,000
720600 Insurance	2,597	3,959	4,622	4,622
720800 Maintenance - Equipment	9,226	10,500	10,500	10,500
720900 Maintenance - Structures & Grounds	4,036	5,000	5,000	5,000
721100 Memberships	0	100	100	100
721300 Office Expense	503	500	1,700	1,700
721400 Professional & Specialized Services	16,648	10,000	0	0
721600 Rents & Leases - Equipment	10,140	13,000	13,000	13,000
721800 Small Tools & Instruments	2,037	2,500	2,500	2,500
721900 Special Departmental Expense	267	1,500	500	500
722000 Transportation & Travel	0	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES	49,301	55,559	46,422	46,422
TOTAL - GROUNDS MAINTENANCE	300,432	310,110	314,909	314,909
INTRAFUND TRANSFER				
770100 Intrafund Transfer *	-25,639	0	0	0
TOTAL INTRAFUND TRANSFERS	-25,639	0	0	0
GRAND TOTAL - GROUNDS MAINTENANCE	274,793	310,110	314,909	314,909

* Reflected as Intrafund Revenue in the Departmental Budget Narrative effective 2014-2015 Fiscal Year

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 RMA-Flood Control budget (15010). Time spent by Grounds Maintenance staff directly related to flood control activities is charged to the Professional and Specialized Services account in the RMA-Flood Control budget.

<u>REVENUE</u>	<u>Actual</u> <u>2013-14</u>	<u>Estimated</u> <u>2014-15</u>	<u>Projected</u> <u>2015-16</u>
Intrafund/Interfund Revenue	\$25,639	\$25,000	\$25,000

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>	<u>2014-15 Authorized</u>		<u>2015-16 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	2	5
Senior Grounds/Flood Control Maintenance Worker	<u>1</u>	<u>—</u>	<u>1</u>	<u>—</u>
Total Permanent	4	5	4	5

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$165,837) are recommended increased \$11,308 based on the 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.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES

- 720100** **Agriculture** (\$2,500) is recommended unchanged based on current and projected expenses for required fertilizers, herbicides, insecticides, replacement trees and shrubs, and lawn seed.
- 720200** **Clothing & Personal Supplies** (\$2,000) is recommended unchanged based on current and projected expenses for uniforms, rain gear, gloves, and safety equipment.
- 720300** **Communications** (\$2,000) is 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 implemented in the 2012-2013 fiscal year.
- 720500** **Household Expense** (\$1,000) is recommended reduced unchanged 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** (\$5,000) is recommended unchanged based on current and expected expenses for the physical improvements to the grounds, such as sidewalk repair, curbs, mow strips, sprinkler extensions and repairs, restroom repairs, etc.
- 721100** **Memberships** (\$100) is recommended unchanged for membership in the Pesticide Applicators Professional Association.
- 721300** **Office Expense** (\$1,700) is recommended increased \$1,200 to cover costs for a new computer for the Grounds Maintenance shop and other shop office supplies.
- 721400** **Professional & Specialized Services** (\$0) is not recommended as costs for the annual power cleaning of the Government Center Garage Facility was moved to Building Operations (01320).
- 721600** **Rents & Leases - Equipment** (\$13,000) is recommended unchanged for rental of vehicles from the Central Garage and any necessary rental equipment.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721800** **Small Tools & Instruments** (\$2,500) is recommended unchanged for expenses for the small tools needed to do routine landscape maintenance county-wide.
- 721900** **Special Departmental Expense** (\$500) is recommended reduced \$1,000 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** (\$1,000) is recommended unchanged for registration fees and meals associated with landscaping and grounds maintenance seminars, as well as for training for various certifications including chemical application and testing backflow devices.