

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	144,249	148,053	166,254	166,254
710200 Retirement	36,786	39,436	46,770	46,770
710300 Health Insurance	29,087	37,476	35,961	35,961
710400 Workers' Compensation Insurance	48,647	20,268	26,860	26,860
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>258,769</b>	<b>245,233</b>	<b>275,845</b>	<b>275,845</b>
<b>SERVICES &amp; SUPPLIES</b>				
720100 Agricultural	2,142	3,500	3,500	3,500
720200 Clothing & Personal Supplies	1,500	3,000	3,000	3,000
720300 Communications	238	2,000	2,000	2,000
720500 Household Expense	2,291	1,700	1,700	1,700
720600 Insurance	5,154	3,432	2,597	2,597
720800 Maintenance - Equipment	6,035	11,500	10,500	10,500
720900 Maintenance - Structures & Grounds	4,628	5,000	5,000	5,000
721100 Memberships	0	100	100	100
721300 Office Expense	313	500	500	500
721400 Professional & Specialized Services	203	0	0	0
721600 Rents & Leases - Equipment	12,387	18,000	15,100	15,100
721800 Small Tools & Instruments	3,079	3,500	3,100	3,100
721900 Special Departmental Expense	1,679	2,000	2,000	2,000
722000 Transportation & Travel	172	1,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>39,821</b>	<b>55,232</b>	<b>50,097</b>	<b>50,097</b>
<b>TOTAL - RMA - GROUNDS MAINTENANCE</b>	<b>298,590</b>	<b>300,465</b>	<b>325,942</b>	<b>325,942</b>
<b>INTRAFUND TRANSFER</b>				
770100 Intrafund Transfer	-23,160	-30,000	-30,000	-30,000
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>-23,160</b>	<b>-30,000</b>	<b>-30,000</b>	<b>-30,000</b>
<b>GRAND TOTAL - RMA - GROUNDS MAINTENANCE</b>	<b>275,430</b>	<b>270,465</b>	<b>295,942</b>	<b>295,942</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. 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.

### STAFFING

<u>Permanent</u>	<b>2012-13 Authorized</b>		<b>2013-14 Recommended</b>	
	<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>1</u>	
Total Permanent	<u>4</u>	<u>5</u>	<u>4</u>	<u>5</u>

### SALARIES & EMPLOYEE BENEFITS

**710102**      **Permanent Salaries** (\$166,254) are recommended increased \$18,201 based on the cost of recommended staffing.

**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

**720100**      **Agriculture** (\$3,500) is recommended unchanged for required fertilizers, herbicides, insecticides, replacement trees and shrubs, and lawn seed.

**720200**      **Clothing & Personal Supplies** (\$3,000) is recommended unchanged to provide uniforms, rain gear, gloves, and safety equipment.

## GROUNDS MAINTENANCE

### SERVICES & SUPPLIES (continued)

- 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** (\$1,700) is recommended unchanged 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 reduced \$1,000 for maintenance of lawn care equipment and gasoline for non-road equipment.
- 720900**      **Maintenance - Structures and Grounds** (\$5,000) is recommended unchanged 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** (\$500) is recommended unchanged for shop office supplies.
- 721400**      **Professional & Specialized Services** (\$0) is not recommended again for 2013-14, as weekly power cleaning of the Government Center Garage Facility is completed by Grounds Maintenance rather than an outside vendor. In addition, cleaning solvent utilized for the parts cleaner in the shop is non-hazardous; therefore, there is no need for professional removal of the solvent.
- 721600**      **Rents & Leases - Equipment** (\$15,100) is recommended reduced \$2,900 based on actual expenses to provide for rental of vehicles from the Central Garage and any necessary rental equipment.
- 721800**      **Small Tools & Instruments** (\$3,100) is recommended reduced \$400 based on actual expenses for the small tools needed to do routine landscape maintenance county-wide.
- 721900**      **Special Departmental Expense** (\$2,000) is recommended unchanged for Grounds Maintenance's portion of the WinCams annual invoice, as well as for registration and supplies for application of chemical materials.

## GROUNDS MAINTENANCE

### SERVICES & SUPPLIES (continued)

**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.

### INTRAFUND TRANSFER

**770100**      **Intrafund Transfer** (\$30,000) is recommended unchanged for charges related to grounds maintenance work performed for Department of Social Services, Child Support Services, Behavioral Health Services, and RMA-Road Department.