

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2012-13**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2010-11</u>	<u>BOARD APPROVED EXPENDITURES 2011-12</u>	<u>DEPARTMENT REQUEST 2012-13</u>	<u>CAO RECOMMENDED 2012-13</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	473,513	530,000	524,484	524,484
710103 Temporary Salaries	40,392	38,000	38,000	38,000
710105 Overtime	5,852	0	0	0
710106 Stand-By Pay & Night Premium	216	500	500	500
710200 Retirement	118,299	132,990	139,702	139,702
710300 Health Insurance	100,415	109,444	107,464	107,464
710400 Workers' Compensation Insurance	23,290	21,078	34,192	34,192
TOTAL SALARIES & EMPLOYEE BENEFITS	761,977	832,012	844,342	844,342
SERVICES & SUPPLIES				
720200 Clothing & Personal Supplies	4,833	5,200	5,200	5,200
720300 Communications	1,315	700	5,700	5,700
720500 Household Expense	516	2,000	1,900	1,900
720600 Insurance	2,038	2,554	1,828	1,828
720800 Maintenance - Equipment	7,511	9,000	9,000	9,000
720900 Maintenance - Structures & Grounds	134,904	140,000	130,000	130,000
720905 Maintenance - Structures & Grounds-Jail	27,225	40,000	35,000	35,000
721000 Medical, Dental & Lab Supplies	0	500	500	500
721300 Office Expense	338	1,200	1,200	1,200
721400 Professional & Specialized Services	93,853	90,000	90,000	90,000
721600 Rents & Leases - Equipment	24,462	30,000	30,000	30,000
721800 Small Tools & Instruments	5,249	4,000	4,000	4,000
721805 Small Tools & Instruments-Jail	2,733	3,500	3,500	3,500
721900 Special Departmental Expense	3,830	4,850	4,850	4,850
722000 Transportation & Travel	43	400	400	400
TOTAL SERVICES & SUPPLIES	308,850	333,904	323,078	323,078
TOTAL - RMA - BUILDING MAINTENANCE	1,070,827	1,165,916	1,167,420	1,167,420

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INTRAFUND TRANSFERS				
770100 Intrafund Transfer	-53,176	-102,000	-102,000	-102,000
TOTAL INTRAFUND TRANSFERS	-53,176	-102,000	-102,000	-102,000
GRAND TOTAL - RMA - BUILDING MAINTENANCE	1,017,651	1,063,916	1,065,420	1,065,420

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.

STAFFING

	2011-12 Authorized		2012-13 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Building Crafts & Maintenance Supervisor	1		1	
Building Crafts & Maintenance Worker I/II	7	3	7	3
Heating & Air-Conditioning Maintenance Specialist	2		2	
Senior Building Crafts & Maintenance Worker	<u>2</u>	<u>1</u>	<u>2</u>	<u>1</u>
Total Permanent	12	4	12	4

SALARIES & EMPLOYEE BENEFITS

- 710102** Permanent Salaries (\$524,484) are recommended reduced \$5,516 based on the cost of recommended staffing.
- 710103** Temporary Salaries (\$38,000) are recommended unchanged for the extra help worker at the Jail. This position will be fully offset with Inmate Welfare Trust Funds.
- 710106** Stand-By Pay & Night Premium (\$500) is recommended unchanged based on the cost of one staff member on the evening shift at the Jail.
- 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.

BUILDING MAINTENANCE

SERVICES & SUPPLIES

- 720200** **Clothing & Personal Supplies** (\$5,200) is recommended unchanged for uniform rental, boot reimbursement, rain gear, gloves, safety equipment, and first aid supplies. New laws in the NEC and NFPA now require Arc Flash Clothing that will have to be purchased.
- 720300** **Communications** (\$5,700) is recommended increased \$5,000 based on the Department's projected share of telecommunications cost, including monthly cell phone costs (12 cell phones) for staff to utilize the County's newly implemented CRM system. Cell phone costs for Building Maintenance were previously budgeted in Engineering Budget (Org 01315).
- 720500** **Household Expense** (\$1,900) is recommended reduced \$100 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** (\$9,000) is recommended unchanged based on anticipated expenditures for maintenance of all shop equipment, such as forklift, crane, generator, and saws. Gasoline for the two off-road vehicles assigned to this Department is also funded from this account.
- 720900** **Maintenance - Structures & Grounds** (\$130,000) is recommended reduced \$10,000 for the necessary supplies to perform maintenance work on County facilities.
- 720905** **Maintenance - Structures & Grounds - Jail** (\$35,000) is recommended reduced \$5,000 to purchase numerous maintenance items which will be required for the Jail facility.
- 721000** **Medical, Dental & Laboratory Supplies** (\$500) is recommended unchanged based on prior year expenditures and projected need.
- 721300** **Office Expense** (\$1,200) is recommended unchanged to purchase office and computer supplies.
- 721400** **Professional & Specialized Services** (\$90,000) is recommended unchanged for preventative maintenance services for the heating and air-conditioning (HVAC) systems and controls within various County facilities. Included in this budget is \$12,500 for the annual window cleaning of the exterior windows at the County Government Center, and \$4,800 for Fire system testing for the Government Center.

BUILDING MAINTENANCE

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$30,000) is recommended unchanged for the rental of vehicles from the Central Garage and outside equipment rentals.
- 721800** **Small Tools & Instruments** (\$4,000) is 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** (\$3,500) is recommended unchanged for small tool replacement for the Correctional facility.
- 721900** **Special Departmental Expense** (\$4,850) is recommended unchanged 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; a generator was added at the new Sheriff/Fire facility in Oakhurst in 2010-11. In addition, the Department's share of the annual CAMS system costs at RMA (\$1,250) is included in this account.
- 722000** **Transportation & Travel** (\$400) is recommended unchanged for travel and training expenses.

INTRAFUND TRANSFER

- 770100** **Intrafund Transfer** (\$102,000) is recommended unchanged and represents the estimated cost to perform maintenance projects at Child Support Services, Social Services, Behavioral Health Services, and Road Department buildings which can be charged back to those budgets. Corrections will fund extra help services at the Jail utilizing the Inmate Welfare Trust Fund.