

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

Department: **RMA - GROUNDS  
MAINTENANCE (01360)**  
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>
<b>SALARIES &amp; EMPLOYEE BENEFITS</b>				
710102 Permanent Salaries	154,933	144,249	148,053	148,053
710103 Extra Help	44,048	0	0	0
710105 Overtime	220	0	0	0
710200 Retirement	42,633	37,063	39,436	39,436
710300 Health Insurance	36,760	36,649	37,476	37,476
710400 Workers' Compensation Insurance	67,245	48,647	20,268	20,268
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>345,839</b>	<b>266,608</b>	<b>245,233</b>	<b>245,233</b>
<b>SERVICES &amp; SUPPLIES</b>				
720100 Agricultural	2,664	6,000	3,500	3,500
720200 Clothing & Personal Supplies	3,133	3,000	3,000	3,000
720300 Communications	264	300	2,000	2,000
720500 Household Expense	1,933	2,000	1,700	1,700
720600 Insurance	4,870	5,154	3,432	3,432
720800 Maintenance - Equipment	12,969	15,000	11,500	11,500
720900 Maintenance - Structures & Grounds	1,945	5,000	5,000	5,000
721000 Medical, Dental & Lab Supplies	0	150	0	0
721100 Memberships	0	100	100	100
721300 Office Expense	355	500	500	500
721400 Professional & Specialized Services	2,159	0	0	0
721600 Rents & Leases - Equipment	17,886	18,000	18,000	18,000
721800 Small Tools & Instruments	1,603	3,500	3,500	3,500
721900 Special Departmental Expense	1,339	2,000	2,000	2,000
721901 Special Departmental Expense - Sandbags	0	5,000	0	0
722000 Transportation & Travel	2,210	1,000	1,000	1,000
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>53,330</b>	<b>66,704</b>	<b>55,232</b>	<b>55,232</b>
<b>TOTAL - RMA - GROUNDS MAINTENANCE</b>	<b>399,169</b>	<b>333,312</b>	<b>300,465</b>	<b>300,465</b>

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INTRAFUND TRANSFER				
770100 Intrafund Transfer	-26,515	-30,000	-30,000	-30,000
<b>TOTAL INTRAFUND TRANSFERS</b>	<b>-26,515</b>	<b>-30,000</b>	<b>-30,000</b>	<b>-30,000</b>
<b>GRAND TOTAL - RMA - GROUNDS MAINTENANCE</b>	<b>372,654</b>	<b>298,312</b>	<b>270,465</b>	<b>270,465</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 (01350). 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>	<u>2011-12 Authorized</u>		<u>2012-13 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	1		1	
Total Permanent	4	5	4	5

### SALARIES & EMPLOYEE BENEFITS

**710102**      Permanent Salaries (\$148,053) are recommended increased \$3,804 based on the cost of recommended staffing.

**710103**      Extra Help (\$0) is not recommended again for 2012-13.

**710105**      Overtime (\$0) is not recommended again for 2012-13.

**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 reduced \$2,500 for required fertilizers, herbicides, insecticides, replacement trees and shrubs, and lawn seed.

## GROUNDS MAINTENANCE

### SERVICES & SUPPLIES (continued)

- 720200**      **Clothing & Personal Supplies** (\$3,000) is recommended unchanged to provide uniforms, rain gear, gloves, and safety equipment.
- 720300**      **Communications** (\$2,000) is recommended increased \$1,700 based on the Department's projected share of telecommunications cost, including monthly cell phone costs 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** (\$1,700) is recommended reduced \$300 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** (\$11,500) is recommended reduced \$3,500 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.
- 721000**      **Medical, Dental & Laboratory Supplies** (\$0) is not recommended, a reduction of \$150.
- 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 2012-13, 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** (\$18,000) is recommended unchanged to provide for rental of vehicles from the Central Garage and any necessary rental equipment.

## GROUNDS MAINTENANCE

### SERVICES & SUPPLIES (continued)

- 721800**      **Small Tools & Instruments** (\$3,500) is recommended unchanged 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.
- 721901**      **Special Departmental Expense - Sandbags** (\$0) is not recommended, a reduction of \$5,000. Funds for this account are now appropriated under Flood Control Services Fund (15010), as it is a more appropriate budget organization for this expense.
- 721908**      **Special Departmental Expense – Jackass Rock** (\$0) is not funded again in 2012-13. Through this account, the County had historically paid the annual fee for the special use permit required by the U.S. Forest Service to operate Jackass Rock Youth Camp. During FY 2009-10, the County entered into a no-cost, no-liability agreement with the Jackass Rock Camp Association (JARCA) to run the Camp. The JARCA pays the permit fee in full each year.
- 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.