

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	10,028	0	0	0
TOTAL CHARGES FOR CURRENT SERVICES	10,028	0	0	0
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	33,606	70,000	105,000	105,000
TOTAL MISCELLANEOUS REVENUE	33,606	70,000	105,000	105,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	93,883	0	0	0
TOTAL OTHER FINANCING SOURCES	93,883	0	0	0
<u>TOTAL ESTIMATED REVENUES</u>	<u>137,517</u>	<u>70,000</u>	<u>105,000</u>	<u>105,000</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	199,199	206,841	251,428	251,428
710103 Temporary Salaries	28,224	17,942	0	0
710200 Retirement	69,521	69,066	74,047	74,047
710300 Health Insurance	31,061	45,094	52,429	52,429
710400 Workers' Compensation Insurance	25,393	18,269	19,470	19,470
TOTAL SALARIES & EMPLOYEE BENEFITS	353,398	357,212	397,374	397,374
SERVICES & SUPPLIES				
720100 Agricultural	32	1,750	1,750	1,750
720200 Clothing & Personal Supplies	2,951	3,825	3,500	3,500
720300 Communications	3,311	2,895	2,895	2,895
720500 Household Expense	2,528	2,000	2,000	2,000

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SERVICES & SUPPLIES (continued)				
720600 Insurance	14,678	21,336	8,808	8,808
720800 Maintenance - Equipment	17,379	12,500	12,500	12,500
720900 Maintenance - Structures & Grounds	78,072	14,000	16,000	16,000
721100 Memberships	0	0	0	0
721300 Office Expense	60	150	150	150
721306 Eqpt<FA Limit	30,870	8,000	0	0
721400 Professional & Specialized Services	0	0	0	0
721600 Rents & Leases - Equipment	18,745	17,300	18,600	18,600
721800 Small Tools & Instruments	1,845	2,500	7,500	7,500
721900 Special Departmental Expense		500	500	500
722000 Transportation & Travel	292	500	500	500
TOTAL SERVICES & SUPPLIES	170,763	87,256	74,703	74,703
FIXED ASSETS				
740300 Equipment/Furniture	16,402	0	0	0
TOTAL FIXED ASSETS	16,402	0	0	0
<u>TOTAL EXPENDITURES</u>	540,563	444,468	472,077	472,077

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 Flood Control budget (15010). Time spent by Grounds Maintenance staff directly related to flood control activities is charged to the Interfund Expense account in the Flood Control budget.

ESTIMATED REVENUES

670000 Intrafund Revenue (\$105,000) is anticipated in charges to subvented departments for grounds maintenance services.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$251,428) are recommended increased \$44,587 due to the recommended funding of a currently unfunded Grounds/Flood Control Maintenance Worker position.

710103 Temporary Salaries (\$0) are not recommended next fiscal year based on projected need.

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 (\$1,750) 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 (\$3,500) are recommended reduced \$325. Expenses in this account include uniforms, rain gear, and gloves.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES (continued)

- 720300** **Communications** (\$2,895) are 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.
- 720500** **Household Expense** (\$2,000) is recommended 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** (\$12,500) is recommended unchanged for maintenance of lawn care equipment and gasoline for non-road equipment.
- 720900** **Maintenance - Structures and Grounds** (\$16,000) is recommended increased \$2,000 for county-wide expenses including physical improvements to the grounds, such as sidewalk repair, curbs, mow strips, sprinkler extensions and repairs, restroom repairs, etc. Additional funds are necessary to adequately maintain park space.
- 721100** **Memberships** (\$0) are not recommended.
- 721300** **Office Expense** (\$150) is recommended unchanged.
- 721306** **Eqpt<FA Limit** (\$0) is not recommended.
- 721400** **Professional & Specialized Services** (\$0) are not recommended.
- 721600** **Rents & Leases - Equipment** (\$18,600) are recommended increased \$1,300 based on actual and projected costs for rental of vehicles (31,000 total estimated miles) from the Central Garage and any necessary rental equipment.
- 721800** **Small Tools & Instruments** (\$7,500) are recommended increased \$5,000 for replacement of small tools needed to perform routine landscape maintenance county-wide.
- 721900** **Special Departmental Expense** (\$500) is recommended unchanged 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.

GROUNDS MAINTENANCE

SERVICES & SUPPLIES (continued)

722000 **Transportation & Travel** (\$500) is recommended unchanged for registration fees and meals associated with landscaping and grounds maintenance seminars, as well as for training for various certifications.

COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3830	Grounds/Flood Control Maintenance Supervisor	1.0	-	1.0	-	-	-	
3834	Grounds/Flood Control Maintenance Worker I							
3835	Grounds/Flood Control Maintenance Worker II	3.0	4.0	4.0	3.0	1.0	(1.0)	A
3836	Senior Grounds/Flood Control Maintenance Worker	1.0	-	1.0	-	-	-	
TOTAL		5.0	4.0	6.0	3.0	1.0	(1.0)	

NOTES:

A - Staff recommends transitioning a long-time extra help position to permanent.