

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2008-09**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2006-07</u>	<u>BOARD APPROVED EXPENDITURES 2007-08</u>	<u>DEPARTMENT REQUEST 2008-09</u>	<u>CAO RECOMMENDATION 2008-09</u>
<u>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	574,637	701,750	827,800	737,000
710105 Overtime	14,670	0	15,000	0
710106 Stand-By Pay & Night Premium	906	0	0	0
710200 Retirement	108,215	129,050	195,900	181,500
710300 Health Insurance	102,355	130,200	133,000	133,000
710400 Workers' Compensation Insurance	29,578	20,577	25,191	25,191
TOTAL SALARIES & EMPLOYEE BENEFITS	830,361	981,577	1,196,891	1,076,691
<u>SERVICES & SUPPLIES</u>				
720200 Clothing & Personal Supplies	4,890	4,700	4,800	4,700
720500 Household Expense	2,684	2,200	2,400	2,200
720600 Insurance	1,995	3,108	3,808	3,808
720800 Maintenance - Equipment	5,801	7,000	8,000	7,000
720900 Maintenance - Structures & Grounds	171,564	165,000	165,000	165,000
720905 Maintenance - Structures & Grounds-Jail	66,256	67,000	67,800	67,000
721000 Medical, Dental & Lab Supplies	217	400	400	400
721300 Office Expense	1,292	1,800	1,800	1,300
721400 Professional & Specialized Services	86,973	103,000	112,500	103,000
721600 Rents & Leases - Equipment	38,853	42,500	56,500	42,000
721800 Small Tools & Instruments	6,598	5,500	7,500	6,000
721805 Small Tools & Instruments-Jail	3,313	3,600	3,600	3,600
721900 Special Departmental Expense	1,093	300	600	600
722000 Transportation & Travel	227	500	600	500
TOTAL SERVICES & SUPPLIES	391,756	406,608	435,308	407,108

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<u>FIXED ASSETS</u>				
740300 Equipment	7,790	55,750	13,150	8,050
TOTAL FIXED ASSETS	7,790	55,750	13,150	8,050
TOTAL - RMA - BUILDING MAINTENANCE	1,229,907	1,443,935	1,645,349	1,491,849
770100 Intrafund Transfer	(61,404)	(60,000)	(60,000)	(60,000)
GRAND TOTAL - RMA - BUILDING MAINTENANCE	1,168,503	1,383,935	1,585,349	1,431,849

COMMENTS

This function and budget is under the direction of the Resource Management Agency. The primary work of this Department involves the maintenance of County buildings and facilities, including heating and air-conditioning, mechanical and electrical equipment.

STAFFING

The Department is requesting two (2) additional Building Crafts & Maintenance Worker I or II. The positions are being requested because of the increased work load of the new Government Center and Behavioral Health’s additional buildings. In addition, the Lead Worker at the Department of Corrections is requesting additional help. If approved, a Maintenance Worker position would be cross-trained to assist at Corrections when necessary. Estimated twelve (12) month cost for the requested positions is \$90,814.

Recommendation

That the request for additional two (2) Building Crafts & Maintenance Worker I or II not be approved due to fiscal considerations.

<u>Permanent</u>	<u>2007-08</u> <u>Authorized</u>	<u>2008-09</u> <u>Request</u>	<u>Recommend</u>
Building Crafts & Maintenance Supervisor	1	1	1
Building Crafts & Maintenance Worker I or II	10	12	10
Heating & Air-Conditioning Maintenance Specialist	2	2	2
Senior Building Crafts & Maintenance Worker	<u>3</u>	<u>3</u>	<u>3</u>
Total Permanent	16	18	16

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** are recommended at \$737,000 based on present allocated 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

- 720200 **Clothing & Personal Supplies** is recommended at \$4,700 for uniform rental, rain gear, gloves, safety equipment and first aid supplies.
- 720500 **Household Expense** is recommended at \$2,200 for supplying of flags and janitorial materials not covered under the janitorial contract.
- 720600 **Insurance contribution** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** is recommended at \$7,000 based on anticipated expenditures. This account covers maintenance of all shop equipment, such as forklift, crane, generator, saws, and mobile radios. This will also provide gasoline for the two off-road vehicles assigned to this Department.
- 720900 **Maintenance - Structures & Grounds** is recommended at \$165,000. This account provides for the supplies necessary to perform maintenance work on County facilities.
- 720905 **Maintenance - Structures & Grounds - Jail** is recommended at \$67,000 for the purchase of numerous maintenance items which will be required for the Correctional facility. This account allows tracking of costs directly associated with the maintenance of the facility.
- 721000 **Medical, Dental & Laboratory Supplies** is recommended at \$400.

SERVICES & SUPPLIES (continued)

- 721300 **Office Expense** is recommended at \$1,300 to purchase office and computer supplies.
- 721400 **Professional & Specialized Services** is recommended at \$103,000. This account provides funds for preventative maintenance services for the heating and air-conditioning systems at the Correctional facility and other County facilities. Included in this budget is \$23,000 to clean the exterior windows of the new County Government Center.
- 721600 **Rents & Leases - Equipment** is recommended at \$42,000. This account is for the rental of vehicles from the Central Garage and outside equipment rentals, including pagers (\$6,360). Mileage is estimated at 66,000 miles for pickups at 54¢ per mile (\$35,640).
- 721800 **Small Tools & Instruments** is recommended at \$6,000 based on current and anticipated expenditures. This account covers small hand tools for plumbing, electrical, painting, carpentry, sewer, and other related trades.
- 721805 **Small Tools & Instruments - Jail** is recommended at \$3,600 for small tool replacement for the Correctional facility.
- 721900 **Special Departmental Expense** is recommended at \$600. This account provides funds to pay the annual non-community water system fee and water testing required for the Bass Lake Government Center.
- 722000 **Transportation & Travel** is recommended at \$500 for travel and training expenses.

FIXED ASSETS

The following fixed assets are recommended:

- 1 **25" Dual Drum Sander & Accessories (N)** (\$1,500) will be used to sand shelves, shelf standards and wider than normal plywood projects. Wood is fed through two drum rollers and it comes out ready for painting or varnishing.
- 1 **Coded Key Cutting Machine (N)** (\$2,200) Key cutting machine will be used to cut keys using code cards for different brands of keys and locks. Key vendors are now charging \$7.00 to \$10.00 per lock cylinder to re-key. This machine will save time and money.
- 1 **250 Amp Generator/Welder (R)** (\$4,350) to replace a 1500 watt generator which is 15 years old and in the need of a new engine. This unit will be mounted on the Boom Truck and be available to power construction tools and emergency lighting for night work in the field.
- 1 **Truck w/Utility Body (N)** (\$25,000) is recommended due to the additional Maintenance Worker position authorized in 2007-08. This recommended fixed asset purchase is funded in Special Payments as a contribution to the Central Garage.

The following fixed assets are not recommended:

- 1 **Paint Shaker (N)** (\$2,900)
- 1 **Fast Blast Water Jet (N)** (\$2,200)

INTRAFUND TRANSFER

- 770100 **Intrafund Transfer** is recommended at \$60,000, which represents the cost to perform maintenance projects at the Child Support Services and Social Services buildings that can be charged back to those budgets.