SERVICE MAINTENANCE COMMITTEE

Agenda

Thursday, August 23, 2018
Administration Conference Room A, 1:00 p.m.

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
    a. Introduction of Guests and Staff

        Linda Stone, GRF President
        Randy Ankeny, Executive Director
        Ruben Gonzalez, Facilities Manager
        Aaron Hensley, Service Maintenance Supervisor
        Carolyn Miller, Director of Finance
        Julie Rodgers, Purchasing Manager
        Deanna Bennett, Recording Secretary

    b. Rules of Order
    c. Chair's Report
4. **Approval of Minutes**
    a. Minutes of Regular Meeting, July, 26, 2018 (pp. 1-4)
5. **Staff Reports**
    a. Facilities Manager
        I. Department Report (pp. 5-15)
        II. Variance Report (pp. 16-18)
    b. Service Maintenance Supervisor
    c. Executive Director
6. **Shareholder/Member Comments – Agenda Items Only**

    (Limited to 3 minutes per person)
7. **Correspondence**
    a. NA
8. **Unfinished Business**
    a. 2018-2019 Budget Assumptions – 2nd Draft (pp. 19-26)
    b. Hand Dryers – Update

REVISED 08/21/18

9. **New Business**
    a. Ten Year Smoke Alarm Batteries
    b. Service Maintenance
        I. Email, Calls, Hotline
    c. Website
        I. Service Maintenance Products for Sale
    d. Service Maintenance Lunch Room (p. 27)
        I. Paint
        II. AC Unit
        III. Tables and Chairs
    e. Service Maintenance Lockers and Restroom (p. 28)
        I. Air Ventilation
        II. Locker Replacement
    f. Bathroom Fans
    g. Ice Machine (pp. 29-30)
10. **President's Comments**
11. **Shareholders/ Members Comments**

    (Limited to 3 minutes per person)
12. **Committee Members Comments**
13. **Next Meeting**

    September 27, 2018, 1:00 p.m.

    Administration Conference Room
14. **Adjournment**

REVISED 08/21/18

SERVICE MAINTENANCE COMMITTEE MINUTES
July 26, 2018

The regular meeting of the Service Maintenance Committee was called to order at 1:00 p.m., by Chair Hopewell, on Thursday, July 26, 2018, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present: Ms. S. Hopewell, Chair
Ms. P. Hopewell
Mr. T. Dodero
Ms. L. Stone, Ex-Officio
Mr. W. Gould

Also Present:
Mr. R. Gonzalez, Facilities Manager
Mr. A. Hensley, Service Maintenance Supervisor
Ms. C. Miller, Director of Finance
Ms. J. Rodgers, Purchasing Manager
Mr. M. Weaver, Facilities Director
Mr. R. Stone, GRF Representative, Mutual One
Ms. R. Winkler, GRF Representative, Mutual Ten
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Ms. M. Kmieciak, Recording Secretary
12 Shareholders/Foundation Members

CHAIR'S ANNOUNCEMENTS

Chair Hopewell welcomed Committee members, and recognized the attendees – GRF President Linda Stone, Facilities Director Mark Weaver, Facilities Manager Ruben Gonzalez, Service Maintenance Supervisor Aaron Hensley, Director of Finance Carolyn Miller, Purchasing Manager Julie Rodgers, and Recording Secretary Marcy Kmieciak.

RULES OF ORDER

Chair Hopewell asked everyone to turn off or silent their cell phones, wait for their turn to speak, and be courteous to one another.

CHAIR'S REPORT

Appointment of Vice Chair

Ms. Hopewell nominated Mr. Gould for Vice Chair. There being no further nominations, Mr. Gould was declared, by acclamation, Vice Chair of the Service Maintenance Committee.

DRAFT

APPROVAL OF MINUTES

There were no minutes presented.

STAFF REPORTS

Facilities Manager

The Facilities Manager provided the Committee with the updates on current projects as presented, and commented on the items pertaining to the Committee's area of purview throughout the meeting.

It was the consensus of the Committee to request staff bring back to the next Committee meeting cost information for a cardboard compactor.

Service Maintenance Supervisor

The Service Maintenance Supervisor provided the Committee with the updates on current projects as presented, and commented on the items pertaining to the Committee's area of purview throughout the meeting.

Executive Director

Due to the Executive Directors absence, no report was given.

SHAREHOLDER/ MEMBER COMMENTS

Three shareholders/members spoke on agenda topics.

CORRESPONDENCE

There was no correspondence presented at the time of the meeting.

NEW BUSINESS

GRF Mission Statement and 2019 Goals

Chair Hopewell presented the Golden Rain Foundation Mission Statement and 2019 Goals.

2018/2019 Budget Assumptions

The Director of Finance and Facilities Manager presented the first draft of the 2018-2019 operating budget for cost center 74 –Service Maintenance and cost center 75 –Trust Property Labor. It was the consensus of the Committee to review and bring back any questions to the August Committee meeting.

Departmental Responsibilities – Outsourcing Process

The Facilities Manager discussed the process by which Service Maintenance outsources Mutual work.

DRAFT

Review Service Maintenance Tasks from MSRAH

Chair Hopewell presented the Management Services Review Ad Hoc Committee list of Services.

Committee Tour of Service Maintenance

The chair announced a tour of the Service Maintenance Department, scheduled for July, 30th, 2018 at 10:00 a.m., for Service Maintenance Committee members.

Library and Security Hand Dryers

Following a brief discussion, Mr. Gould MOTIONED, seconded by Mr. Dodero and carried unanimously-

> **TO** recommend the GRF Board approve the purchase and installation of four hand dryers for a cost not to exceed $5,520, pending review and funding approval from the Finance Committee.

It was the consensus of the Committee to request staff bring back the effectiveness of this item and make further recommendations for different locations where hand dryers may be effective in lowering the number of mainline and restroom stoppages.

POLICIES

Review Service Maintenance Committee Charter

Following a brief discussion, Mr. Gould MOTIONED, seconded by Ms. Snowden and carried unanimously-

> **TO** recommend the GRF Board adopt the Service Maintenance Charter, as amended.

PRESIDENT'S COMMENTS

The President commented on agenda items throughout the meeting.

SHAREHOLDERS/ MEMBERS COMMENTS

Six shareholders/members commented on the item pertaining to the Committee's area of purview.

COMMITTEE MEMBER COMMENTS

Four Committee members spoke on the items pertaining to the Committee's area of purview.

DRAFT

ADJOURNMENT

Chair Hopewell adjourned the meeting at 2:42 p.m.

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Susan Hopewell, Committee Chair
Golden Rain Foundation

Mk 07.26.18

DRAFT

TO:	**MARK WEAVER FACILITIES DIRECTOR**
FROM:	**RUBEN GONZALEZ FACILITIES MANAGER**
SUBJECT:	**JULY SERVICE MAINTENANCE MANAGER'S REPORT**
DATE:	**July 31, 2018**

SERVICE MAINTENANCE MONTHLY COMMITTEE REPORT

COMPLETED TASKS	Previous Year Month	Current Month	Previous YTD	Current YTD
Plumbing	361	431	3,019	3,237
Electrical	441	550	4,382	4,209
Carpentry	223	305	1,897	1,873
Laundry	93	148	699	840
Concrete	14	16	101	67
Roof	11	12	544	194
Preventive Maintenance	2	39	20	149
Other/Miscellaneous	146	237	796	1,124
Escrow Seller	193	184	1,301	977
Escrow Mutual	65	85	618	338
TOTALS:	**1,549**	**2,007**	**13,377**	**13,008**
CALLS / APPOINTMENTS				
Pest Control	138	222	579	451
Service Repair Orders Created	2,627	2,424	10,710	16,058
Fire Inspection Orders Created	0	87	0	1,598
TOTALS:	**2,765**	**2,511**	**11,289**	**18,107**
STOPPAGES				
Sinks	46	27	295	313
Toilet	38	66	397	383
Back to Back	112	195	892	912
Building	9	19	86	107
TOTALS:	**205**	**307**	**1,670**	**1,715**
OVERTIME HOURS				
Mutual Overtime Hours	35.75	20	480.50	292
GRF Overtime Hours	71.80	51	793.40	143
TOTALS:	**108**	**71**	**1,274**	**435**
SATISFACTORY SURVEYS				
Positive Comments	30	28	171	155
Negative Comments	5	4	26	14
TOTALS:	**35**	**32**	**197**	**169**

MEMO

TO: SERVICE MAINTENANCE COMMITTEE
FROM: AARON HENSLEY, SERVICE MAINTENANCE SUPERVISOR
SUBJECT: JULY 2018 OPEN SRO REPORT
DATE: 7/31/2018

MONTH SRO WAS CREATED	STILL OPEN AS OF MAY 2018	STILL OPEN AS OF JUNE 2018	STILL OPEN AS OF JULY 2018	ADDITIONAL INFORMATION
JAN 2018	107	79	70	Outsourced Bath Fans
FEB 2018	6	1	2	- Outsourced Bath Fan - Return to Purchasing 4/16
MAR 2018	57	25	2	- Return to Purchasing 3/15 - Missing SRO w/ parts
APR 2018	166	43	18	In Process / Mut03 SRO's under review
MAY 2018	1,699	576	175	
JUNE 2018	-	1,806	367	
JULY 2018	-	-	2,136	
TOTAL	***2,035***	***2,530***	***2,770***	

NOTE:

During the month of July Service Maintenance completed and closed out **2,314** SRO's; in addition, there were **2,511** SRO's created.

SAMPLE BATH FAN/HEATER

DELTA BREEZE – SAMPLE BATH FAN/HEATER

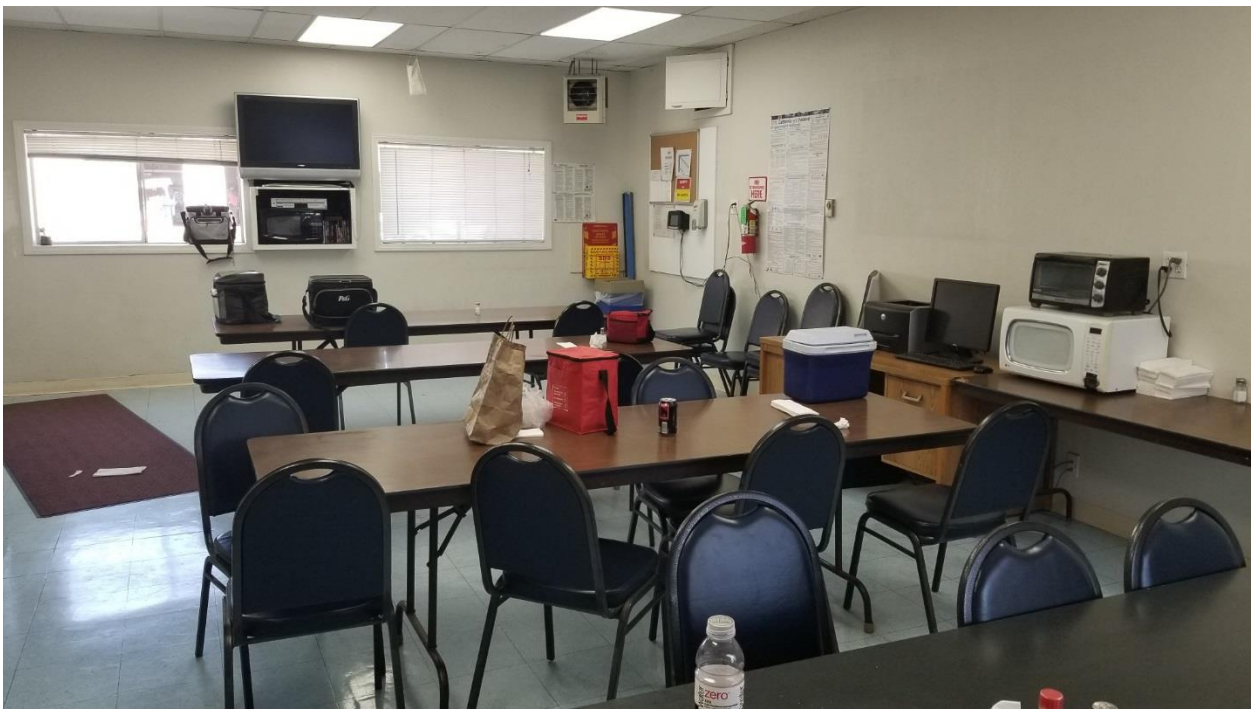
SERVICE MAINTENANCE – WASH ROOM / RESTROOM

SERVICE MAINTENANCE – LOCKER ROOM / RESTROOM

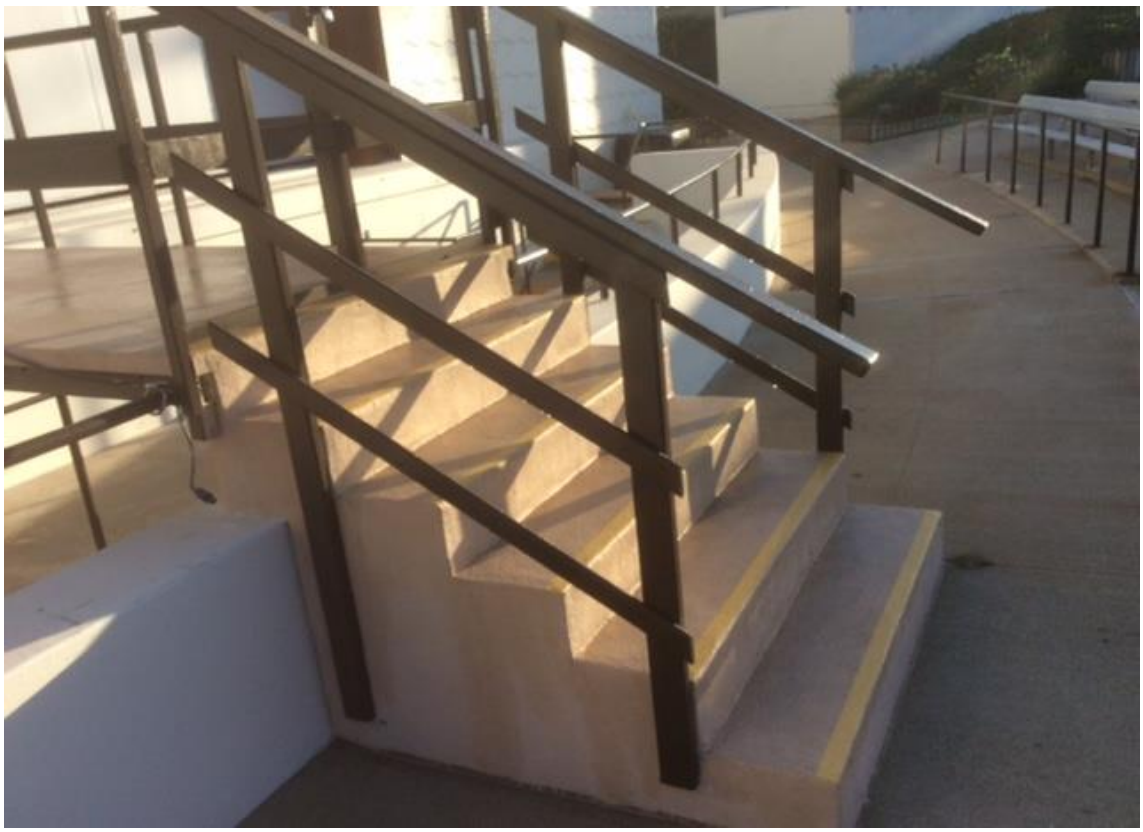
SERVICE MAINTENANCE – LOCKER ROOM / RESTROOM

SERVICE MAINTENANCE – BREAK ROOM

SERVICE MAINTENANCE – BREAK ROOM A/C UNIT



SERVICE MAINTENANCE – BREAK ROOM



AMPHITHEATRE – STAGE FRONT, STAIRCASE (BEFORE)

AMPHITHEATRE – STAGE FRONT, STAIRCASE (AFTER)

PURCHASING DEPARTMENT – CUSHMAN STORAGE RESTORATION

MUTUAL THREE – KENNEDY VALVE BREAK

CUSHMAN RESTORATION PROJECT

CUSHMAN BUCKET STORAGE (BEFORE)

CUSHMAN BUCKET STORAGE (BEFORE)

CUSHMAN BUCKET STORAGE (BEFORE)

CUSHMAN BUCKET STORAGE (AFTER)

Budget Variance Report - July 2018

Community Facilities - CC ## 74,and 75

For Cost Center 74 (Service Maintenance Department) there is a favorable variance of $42,268 through the month of July 2018. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
74	6100000	Salaries and Wages	19,533	Favorable- Labor less than budget due to open position
74	6140000	Employment Taxes	8,988	Favorable-Actual was less than budgeted
74	6142000	Workers Compensation	25,115	Favorable-Actual premiums are less than planned plus 2017 refund of 4,565
74	6143000	Group Insurance Medical	15,998	Favorable-Actual less than budgeted
74	6146000	Long Term Disability	1,902	Favorable-Actual less than budgeted
74	6212000	Employee Exams	(2,970)	Unfavorable- Un budgeted item
74	6217000	Uniforms and Laundry	(2,866)	Unfavorable-Unexpected turnover
74	6410022	Tool Expense	3,426	Favorable- Tools to be purchased later in the year
74	6410030	Printer/Copier Supplies	(1,677)	Un budgeted parts for SRO printer
74	6472000	Equipment Repair & Maintenance	(5,155)	Unfavorable- Un budgeted repairs to fleet
74	6491000	Miscellaneous Write-offs	(11,891)	Unfavorable-Damage to property due to defective material
74	5891000	SRO Labor Cost Recovery	(20,498)	Unfavorable-Less labor billed out to the Mutual than expected due to open SROs
		Total Explained Variances	29,905	

Budget Variance Report - July 2018
Community Facilities - CC ## 74,and 75

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Service Maintenance			
6100000 74	Salaries & Wages - Service Maintenance	1,035,182	1,054,715	19,533
6140000 74	Employment Taxes - Service Maintenance	82,637	91,625	8,988
6142000 74	Workers' Compensation - Service Maintena	64,779	89,894	25,115
6143000 74	Group Insurance - Medical - Service Main	128,272	144,270	15,998
6143300 74	Group Insurance - Dental - Service Maint	1,460	2,709	1,249
6143500 74	Group Insurance - Vision - Service Maint	1,604	1,890	286
6144000 74	401(k) Match - Service Maintenance	23,133	28,928	5,795
6145000 74	Group Insurance - Life - Service Mainten	4,460	4,795	335
6146000 74	Long Term Disability Insurance - Service	3,691	5,593	1,902
6211000 74	Continuing Education - Service Maintenan	417	250	(167)
6212000 74	Employee Exams - Service Maintenance	3,220	250	(2,970)
6214000 74	Meals & Special Events - Service Mainten	0	70	70
6215000 74	Mileage - Service Maintenance	121	350	229
6217000 74	Uniforms & Laundry - Service Maintenance	10,335	7,469	(2,866)
6410000 74	Office Supplies - Service Maintenance	1,065	1,162	97
6410005 74	Building Supplies - Service Maintenance	163	294	131
6410010 74	Hospitality - Service Maintenance	549	819	270
6410015 74	Computer Supplies - Service Maintenance	451	441	(10)
6410020 74	Equipment Expense - Service Maintenance	612	469	(143)
6410021 74	Field Supplies - Service Maintenance	20,574	23,541	2,967
6410022 74	Tool Expense - Service Maintenance	5,324	8,750	3,426
6410030 74	Printer / Copier Supplies - Service Main	2,377	700	(1,677)
6420100 74	Electricity - Service Maintenance	9,269	10,509	1,240
6444000 74	Equipment Rental - Service Maintenance	762	784	22
6471000 74	Building Repair & Maintenance - Service	256	231	(25)
6472000 74	Equipment Repair & Maintenance - Service	16,824	11,669	(5,155)
6477210 74	Pest Control - Service Maintenance	490	490	0
6478000 74	Service Contracts - Service Maintenance	379	420	41
6483110 74	Diesel Fuel - Service Maintenance	137	140	3
6484000 74	Permits & Licenses - Service Maintenance	290	225	(65)
6491000 74	Miscellaneous Writeoffs - Service Mainte	11,941	0	(11,941)
6911500 74	Inventory Over / Short - Service Mainten	(75)	0	75
	Total Expenses	1,430,700	1,493,452	62,752
	Other Cost Recovery			
5891000 74	SRO Labor Cost Recovery - Service Mainte	801,912	822,410	(20,498)
	Total Other Cost Recovery	801,912	822,410	(20,498)
5330000 74	Income / Refund from Mutuals - Service M	596,197	596,183	14
	Total Cost Recovery	1,398,109	1,418,593	(20,484)
	Net Income / (Expense) Before Off Budget	(32,591)	(74,859)	42,268

Budget Variance Report - July 2018
Community Facilities - CC ## 74,and 75

For Cost Center 75 (Service Maintenance Department Trust Property) there is a un- favorable variance of $(9,622) through the month of July 2018. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
75	6100000	Salaries and Wages	(17,877)	Unfavorable-Due to staff member filling in for employees out sick and open positions
75	6142000	Workers Compensation	2,449	Favorable-Actual premiums are less than planned plus 2017 refund of 490
75	6143000	Group Insurance	5,712	Favorable-Actual premiums are less than planned
		Total Explained Variances	(9,716)	

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Trust Property			
6100000 75	Salaries & Wages - Trust Property	113,089	95,212	(17,877)
6140000 75	Employment Taxes - Trust Property	8,789	8,234	(555)
6142000 75	Workers' Compensation - Trust Property	6,119	8,568	2,449
6143000 75	Group Insurance - Medical - Trust Proper	7,259	12,971	5,712
6143300 75	Group Insurance - Dental - Trust Propert	99	252	153
6143500 75	Group Insurance - Vision - Trust Propert	64	154	90
6144000 75	401(k) Match - Trust Property	3,320	3,245	(75)
6145000 75	Group Insurance - Life - Trust Property	357	434	77
6146000 75	Long Term Disability Insurance - Trust P	292	504	212
6211000 75	Continuing Education - Trust Property	0	120	120
6212000 75	Employee Exams - Trust Property	0	125	125
6217000 75	Uniforms & Laundry - Trust Property	998	945	(53)
	Total Expenses	140,386	130,764	(9,622)
5330000 75	Income / Refund from Mutuals - Svc Maint	128,464	128,464	0
	Total Cost Recovery	128,464	128,464	0
	Off Budget Items			
	Net Income/ (Expense)	(11,922)	(2,300)	(9,622)

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 74 - Service Maintenance (Draft)
Data as of June 30, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	$ Change	% Change	2018 YTD Actual	2018 Projected	$ Change	2018 Annualized	$ Change	2017 Actual	$ Change
	Expenses - Service Maintenance											
6100000 74	Salaries & Wages - Service Maintenance	1,803,146	1,811,057	(7,911)	-0.4%	884,228	1,793,226	9,920	1,768,456	34,690	1,691,739	111,407
6140000 74	Employment Taxes - Service Maintenance	145,362	146,086	(724)	-0.5%	71,400	136,853	8,509	142,800	2,562	141,584	3,778
6142000 74	Workers' Compensation - Service Maintenance	88,197	120,224	(32,027)	-26.6%	54,872	98,044	(9,847)	109,745	(21,548)	103,856	(15,659)
6143000 74	Group Insurance - Medical - Service Maintenan	218,424	247,320	(28,896)	-11.7%	108,745	232,405	(13,981)	217,490	934	203,475	14,949
6143300 74	Group Insurance - Dental - Service Maintenanc	3,564	4,644	(1,080)	-23.3%	1,013	3,335	229	2,027	1,537	4,967	(1,403)
6143500 74	Group Insurance - Vision - Service Maintenanc	2,628	3,240	(612)	-18.9%	1,373	2,993	(365)	2,747	(119)	2,737	(109)
6144000 74	401(k) Match - Service Maintenance	48,697	49,672	(975)	-2.0%	20,016	44,947	3,750	40,033	8,664	39,188	9,509
6145000 74	Group Insurance - Life - Service Maintenance	8,088	8,220	(132)	-1.6%	3,729	7,839	249	7,459	629	7,938	150
6146000 74	Long Term Disability Insurance - Service Main	9,432	9,588	(156)	-1.6%	3,119	7,913	1,519	6,238	3,194	6,027	3,405
	Total Wages & Benefits	**2,327,538**	**2,400,051**	**(72,513)**	**-3.0%**	**1,148,495**	**2,327,555**	**(17)**	**2,296,995**	**30,543**	**2,201,511**	**126,027**
6211000 74	Continuing Education - Service Maintenance	675	500	175	35.0%	401	651	24	802	(127)	27	648
6212000 74	Employee Exams - Service Maintenance	4,250	500	3,750	750.0%	3,220	3,470	780	6,439	(2,189)	320	3,930
6213000 74	Employee Recruitment - Service Maintenance	1,000	0	1,000	100.0%	0	0	1,000	0	1,000	0	1,000
6213100 74	Temporary Agency Fees - Service Maintenance	0	0	0	0.0%	0	0	0	0	0	15,176	(15,176)
6214000 74	Meals & Special Events - Service Maintenance	120	120	0	0.0%	0	60	60	0	120	41	79
6215000 74	Mileage - Service Maintenance	600	600	0	0.0%	104	404	196	209	391	258	342
6217000 74	Uniforms & Laundry - Service Maintenance	17,069	12,804	4,265	33.3%	8,703	15,105	1,964	17,406	(337)	15,888	1,181
6410000 74	Office Supplies - Service Maintenance	1,992	1,992	0	0.0%	941	1,937	55	1,882	110	3,309	(1,317)
6410005 74	Building Supplies - Service Maintenance	504	504	0	0.0%	163	415	89	326	178	386	118
6410010 74	Hospitality - Service Maintenance	1,100	1,404	(304)	-21.6%	462	1,164	(64)	924	176	1,028	72
6410015 74	Computer Supplies - Service Maintenance	872	756	116	15.3%	431	809	63	862	10	14	858
6410020 74	Equipment Expense - Service Maintenance	1,500	804	696	86.6%	612	1,014	486	1,225	275	1,796	(296)
6410021 74	Field Supplies - Service Maintenance	39,000	40,356	(1,356)	-3.4%	18,132	38,310	690	36,263	2,737	38,855	145
6410022 74	Tool Expense - Service Maintenance	15,000	15,000	0	0.0%	4,689	12,189	2,811	9,378	5,622	20,348	(5,348)
6410030 74	Printer / Copier Supplies - Service Maintenan	2,400	1,200	1,200	100.0%	1,950	2,550	(150)	3,900	(1,500)	2,054	346
6420100 74	Electricity - Service Maintenance	17,483	17,596	(113)	-0.6%	7,566	16,141	1,342	15,133	2,350	17,154	329
6444000 74	Equipment Rental - Service Maintenance	1,608	1,344	264	19.6%	653	1,325	283	1,306	302	1,311	297
6471000 74	Building Repair & Maintenance - Service Maint	1,000	396	604	152.5%	30	228	772	60	940	226	774
6472000 74	Equipment Repair & Maintenance - Service Main	27,346	20,004	7,342	36.7%	16,586	26,588	758	33,172	(5,826)	25,204	2,142
6477210 74	Pest Control - Service Maintenance	840	840	0	0.0%	420	840	0	840	0	1,067	(227)
6478000 74	Service Contracts - Service Maintenance	720	720	0	0.0%	321	681	39	642	78	1,223	(503)
6483000 74	Propane - Service Maintenance	0	0	0	0.0%	0	0	0	0	0	0	0
6483110 74	Diesel Fuel - Service Maintenance	240	240	0	0.0%	137	257	(17)	273	(33)	316	(76)
6484000 74	Permits & Licenses - Service Maintenance	685	685	(0)	0.0%	290	750	(65)	580	105	0	685
6491000 74	Miscellaneous Writeoffs - Service Maintenance	0	0	0	0.0%	11,891	11,891	(11,891)	23,782	(23,782)	1,986	(1,986)
6911500 74	Inventory Over / Short - Service Maintenance	0	0	0	0.0%	462	462	(462)	924	(924)	(3,886)	3,886
	Total Operating Expenses	**136,004**	**118,365**	**17,639**	**14.9%**	**78,164**	**137,241**	**(1,237)**	**156,328**	**(20,324)**	**144,101**	**(8,097)**
	Total Cost Center Expenses	**2,463,542**	**2,518,416**	**(54,874)**	**-2.2%**	**1,226,659**	**2,464,796**	**(1,254)**	**2,453,323**	**10,219**	**2,345,612**	**117,930**
	Other Cost Recovery											
5891000 74	SRO Labor Cost Recovery - Service Maintenance	1,496,391	1,496,391	0	0.0%	686,503	1,508,014	(11,623)	1,373,005	123,386	1,423,636	72,755
	Total Other Cost Recovery	**1,496,391**	**1,496,391**	**0**	**0.0%**	**686,503**	**1,508,014**	**(11,623)**	**1,373,005**	**123,386**	**1,423,636**	**72,755**

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 74 - Service Maintenance (Draft)
Data as of June 30, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	$ Change	% Change	2018 YTD Actual	2018 Projected	$ Change	2018 Annualized	$ Change	2017 Actual	$ Change
5330000 74	**Income / Refund from Mutuals - Service Mainte**	**967,151**	**1,022,025**	**(54,874)**	**-5.4%**	**511,026**	**1,022,037**	**(54,886)**	**1,022,052**	**(54,901)**	**965,043**	**2,108**
	Total Cost Recovery	**2,463,542**	**2,518,416**	**(54,874)**		**1,197,529**	**2,530,051**	**(66,509)**	**2,395,057**	**68,485**	**2,388,679**	**74,863**
	Net Income / (Expense)	**0**	**0**	**0**		**(29,130)**	**65,255**	**(65,255)**	**(58,266)**	**58,266**	**43,068**	**(43,068)**
	PAPM	**12.20**	**12.89**	**(0.69)**								
	FTE	**34.60**	**35.00**	**(0.40)**								

GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Service Maintenance – CC 74

<table>
<tr><th>GL CODE</th><th>LINE ITEM</th><th>DESCRIPTION</th><th>EXHIBITS</th></tr>
<tr><td>6100000
(61000)</td><td>Salaries and Wages</td><td>Total FTEs for 2019 is decreased by 0.4 FTEs due to a reclassification of one (1) FTE to CC75 offset by additional scheduled hours for a part-time office position. The 2019 budget assumptions include any pay increases during 2018 that were not included in the 2018 budget plus a pay for performance allowance of 1.5% for 2019.</td><td></td></tr>
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GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Service Maintenance – CC 74

6212000 (66255)	Employee Exams	Estimated exams at $125 per 34 exams as recommended by H/R	
6214000 (64821)	Meals	Funds are budgeted for off-site functions.	
6215000 (64820)	Mileage	Funds are budgeted for staff called in from home to work on emergencies.	
6217000 (64800)	Uniforms & Laundry	Funds are budgeted for uniforms for thirty (30) service maintenance staff. The increase for 2019 considers employee turnover, uniform spoilage and a price increase.	
6410000 (64100)	Office Supplies	Funds are budgeted for the day-to-day needs of the SM Office. Some of these items include NCR forms for SRO's (Service Request Orders) and typical supplies	
6410005 (64102)	Building Supplies	Cost to up keep the buildings associated with the Service Maintenance department	
6410010 (64103)	Hospitality	Coffee, tea supplies for repair technician and office staff	
6410015 (64104)	Computer Supplies	Computer supplies for Office computers and sewer camera system	
6410020 (64105)	Equipment Expense Office	Funds to maintain items such as office radios, A/C, desks, and chairs etc.	
6410021 (64106)	Field Supplies	Non-chargeable materials such as glue, gloves, nails, etc.	
6410022 (64107)	Tool Expense	Funds are budgeted for the tools and equipment needed for thirty (29) staff technicians to provide service to the Mutuals and Foundation.	
6410030 (64111)	Printer/Copier Supplies	Toner, Ink, Copy Paper	
6420100 (64200)	Electricity	The 2019 budget assumes an overall increase of 7% over the last 12 months of actual expenses which is a 0.64% increase over the 2018 budget.	
6444000 (64440)	Equipment Rental	Funds are budgeted and based on estimates received from Konica for contract renewal. Assumption is to upgrade the existing machine (BizHub 223 to BizHub C227 (color). Upgrade recommended based on usage. Assume contract will be renewed by January 1, 2019. Budget amount $1,608.	
6471000 (64720)	Building Repair & Maintenance	Funds are budgeted for any minor repair to the maintenance buildings including touchup painting.	
6472000 (64700)	Equipment Repair & Maintenance	Funds are budgeted to make repairs on small equipment, generators, sewer line camera equipment, Cushman's and pickup trucks. This department has been experiencing an increase in Cushman repairs as the fleet is aging.	
6477210	Pest Control	Funds are budgeted for the Pest Control contract ($70 x 12 months).	
647800 (64940)	Service Contracts	Funds are budgeted for monthly copy machine usage.	
6483110	Diesel Fuel	The funds are budgeted for the need of diesel fuel for the tractor in the Service Maintenance Department.	
6484000 (64840)	Permits & Licenses	Funds are budgeted for Truck registration, OCFA permit and certification of Swimming Pool Operator's License.	

GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Service Maintenance – CC 74

INCOME			
5891000 (59600)	SRO Labor Cost Recovery	Estimated billable hours are based the average billable minutes over the past 27 months times a labor rate of $0.70/minute or $42/hour for straight time and of $1.05/minute or $63/hour for overtime.	

Golden Rain Foundation
2019 Proposed Operating Budget - Cost Center 75 - Trust Property Labor (Draft)
Data as of June 30, 2018

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2019 Total	2018 Budget	% Change	% Change	2018 YTD Actua	2018 Projected	% Change	2018 Annualized	% Change	2017 Actual	% Change
	Expenses - Trust Property Labor											
6100000 75	Salaries & Wages - Trust Property Labor	262,700	163,489	99,211	60.7%	95,710	177,768	84,932	191,420	71,280	193,431	69,269
6140000 75	Employment Taxes - Trust Property Labor	20,687	13,176	7,511	57.0%	7,570	13,509	7,178	15,140	5,547	16,020	4,667
6142000 75	Workers' Compensation - Trust Property Labor	13,746	11,458	2,288	20.0%	5,175	9,289	4,457	10,349	3,397	12,277	1,469
6143000 75	Group Insurance - Medical - Trust Property Lab	41,580	22,236	19,344	87.0%	4,908	16,026	25,554	9,815	31,765	18,690	22,890
6143300 75	Group Insurance - Dental - Trust Property Labo	792	432	360	83.3%	52	268	524	104	688	362	430
6143500 75	Group Insurance - Vision - Trust Property Labor	504	264	240	90.9%	35	167	337	70	434	210	294
6144000 75	401(k) Match - Trust Property Labor	8,555	5,572	2,983	53.5%	2,865	5,662	2,893	5,730	2,825	6,313	2,242
6145000 75	Group Insurance - Life - Trust Property Labor	1,188	744	444	59.7%	291	663	525	582	606	646	542
6146000 75	Long Term Disability Insurance - Trust Property	1,392	864	528	61.1%	239	671	721	478	914	447	945
	Total Wages & Benefits	**351,144**	**218,235**	**132,909**	**60.9%**	**116,845**	**224,023**	**127,121**	**233,688**	**117,456**	**248,395**	**102,749**
6211000 75	Continuing Education - Trust Property Labor	375	240	135	56.3%	0	120	255	0	375	0	375
6212000 75	Employee Exams - Trust Property Labor	375	125	250	200.0%	0	0	375	0	375	0	375
6217000 75	Uniforms & Laundry - Trust Property Labor	1,600	1,620	(20)	-1.2%	809	1,619	(19)	1,617	(17)	1,662	(62)
	Total Operating Expenses	**2,350**	**1,985**	**365**	**18.4%**	**809**	**1,739**	**611**	**1,617**	**733**	**1,662**	**688**
	Total Cost Center Expenses	**353,494**	**220,220**	**133,274**	**60.5%**	**117,654**	**225,762**	**127,732**	**235,305**	**118,189**	**250,057**	**103,437**
5330000 75	Income / Refund from Mutuals - Trust Property I	**353,494**	**220,220**	**133,274**	**60.5%**	**110,112**	**220,220**	**133,274**	**220,224**	**133,270**	**236,203**	**117,291**
	Total Cost Recovery	**353,494**	**220,220**	**133,274**		**110,112**	**220,220**	**133,274**	**220,224**	**133,270**	**236,203**	**117,291**
	Net Income / (Expense)	**0**	**0**	**0**		**(7,542)**	**(5,542)**	**5,542**	**(15,081)**	**15,081**	**(13,854)**	**13,854**
	PAPM	**4.46**	**2.78**	**1.68**								
	FTE	**5.00**	**3.00**	**2.00**								

GOLDEN RAIN FOUNDATION
2019 BUDGET ASSUMPTIONS
Trust Property – CC 75

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6212000 (66255)	Employee Exams	$125 per exam 3 exams for cc 75 $375	
6217000 (64800)	Uniforms & Laundry	Funds are budgeted for uniforms for 4 staff	

COMMITTEE ACTION REQUEST

TO: SERVICE MAINTENANCE COMMITTEE
FROM: RUBEN GONZALEZ, FACILITIES MANAGER
SUBJECT: SERVICE MAINTENANCE – LUNCH ROOM
DATE: AUGUST 23, 2018
CC: FILE

During a tour of the Service Maintenance Department on July 30, 2018, the Committee requested the Department look into possible improvements to the employee lunch room.

It is staffs recommendation to forward a request to Physical Property Committee to obtain cost for renovations to the Service Maintenance Department lunch room, including; paint, replacing the AC unit, and purchasing additional tables and chairs.

COMMITTEE ACTION REQUEST

TO: SERVICE MAINTENANCE COMMITTEE
FROM: RUBEN GONZALEZ, FACILITIES MANAGER
SUBJECT: SERVICE MAINTENANCE – LOCKER ROOMS AND RESTROOMS
DATE: AUGUST 23, 2018
CC: FILE

During a tour of the Service Maintenance Department on July 30, 2018, the Committee requested the Department look into possible improvements to the restrooms and locker room.

It is staffs recommendation to forward a request to Physical Property Committee to obtain cost for renovations to the Service Maintenance Department locker room and restrooms, including; air ventilation, and locker replacement.

COMMITTEE ACTION REQUEST

TO: SERVICE MAINTENANCE COMMITTEE
FROM: RUBEN GONZALEZ, FACILITIES MANAGER
SUBJECT: ICE MACHINE
DATE: AUGUST 24, 2018
CC: FILE

During a tour of the Service Maintenance Department on July 30, 2018, the Committee requested the Department look into cost to replace the ice machine at the Service Maintenance yard.

Staf has made serveral attempts to repair the current unit, but has been unsuccessful.

It is staffs recommendation to forward a request to the Physical Property Committee to obtain costs to replace the ice machine at the service maintenance yard.

(attached is a possible replacement option for Committee review)

I move to forward a request to the Physical Property Committee to obtain costs to replace the ice machine at the service maintenance yard and forward to the GRF Board for approval.

RELIABLE ICE EQUIPMENT INC.
13337 South Street #413
Cerritos, Ca 90703

800-577-2585

EQUIPMENT QUOTE

Web Site - WWW.ICEPROS.COM
eMail - OFFICE@ICEPROS.COM
CA 783216

DATE	QUOTE #
8/17/2018	3915

NAME / ADDRESS

GOLDEN RAIN FOUNDATION
2601 WESTMINSTER AVE.
SEAL BEACH, CA 90747

P.O. NO.	TERMS	DUE DATE	REP	CONTACT#
	CREDIT CARD ACCT.	8/17/2018	LS	

ITEM	DESCRIPTION	QTY	SUGG. LIST	PRICE EACH	TOTAL
RE	SCOTSMAN MODULAR ICE MACHINE / MODEL# C0530MA-1_	1	6,056.00	2,570.04	2,570.04T
RE	SCOTSMAN ICE STORAGE BIN / MODEL# B530P	1	2,105.00	893.32	893.32T
DIS-MS/30	DELIVERY AND OR, INSTALL & STARTUP OF SELF CONTAINED ICE MAKER, UP TO 30" WIDE MODEL / AND COMPATIBLE ICE STORAGE BIN.	1		450.00	450.00
	Sales Tax			7.75%	268.41

QUOTE GOOD FOR (14) DAYS / Also Subject to stock on hand!

TOTAL $4,181.77

NORMAL INSTALLATION:
LOCAL DELIVERY AREA. (CALL FOR DETAILS)
ELECTRICAL, WATER SUPPLY AND FLOOR DRAIN WITHIN 4 FEET OF EQUIPMENT.
NO OBSTRUCTION:
STAIRS, OVER COUNTERS, SMALL DOORS, ETC...(EXTRA)
***ALL INSTALLS QUOTED IN PVC DRAIN LINES AND POLY TUBE WATER SUPPLY LINE. COPPER EXTRA.**
All SALES FINAL. NO RETURNS OR EXCHANGES.
4% CONVINENCE FEE CHARGED TO ALL CREDIT CARD PURCHASES.

**** New Remittance Address. Please update your Records ASAP !!!**