

How to Create a Zero Based Operating Budget (it only hurts the first time!)

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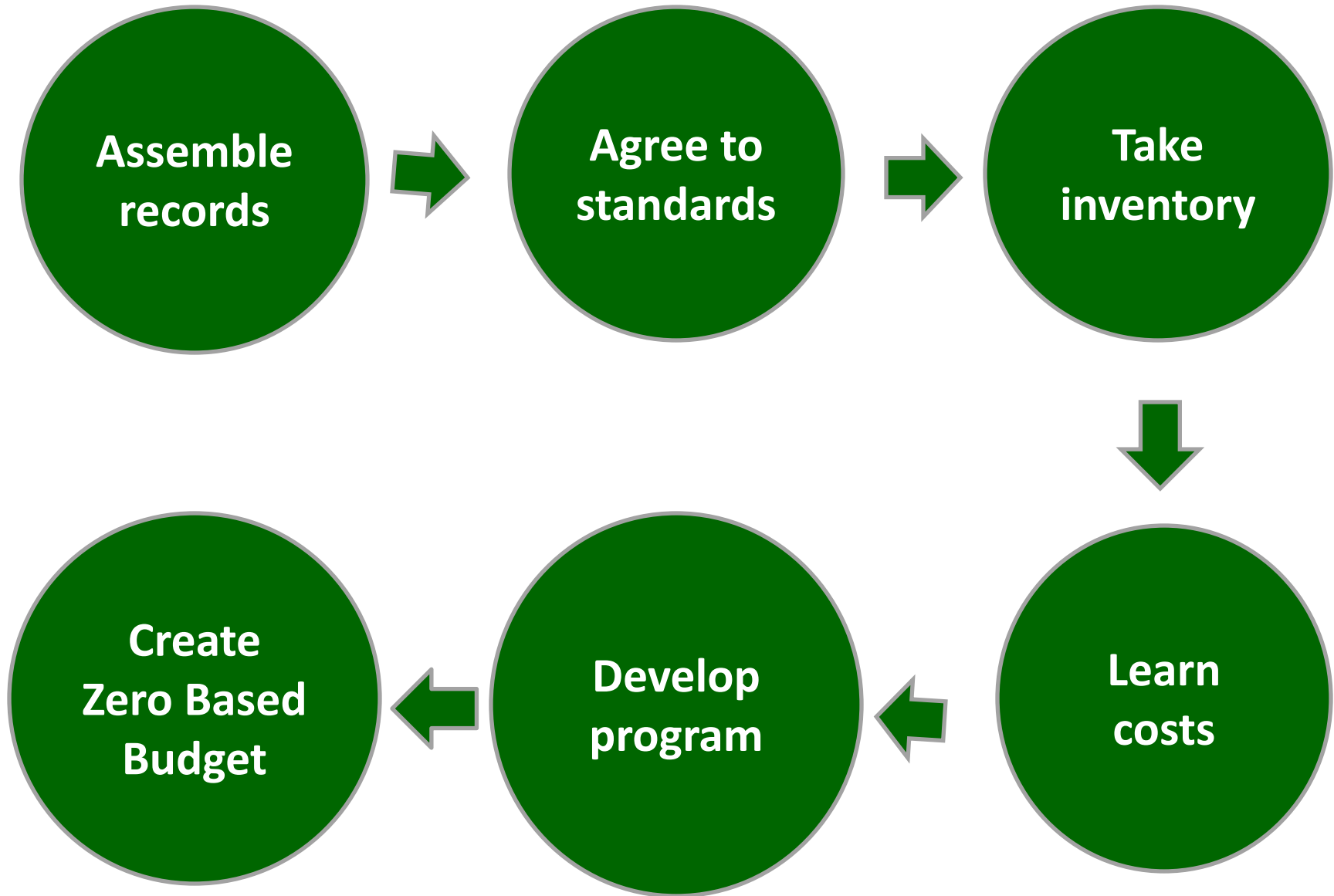
*“In planning
for battle, I
have always
found that
plans are
useless, but
planning is
indispensible.”*

Dwight D.
Eisenhower





The Process





Use Your Historical Data

Ledgers

Time Sheets

Receipts

**Purchase
Orders**

Work Orders

**Repair
Tickets**

**Previous
Years
Budget**

**Growing
Records**



Field Maintenance Resources

- Seasonal Field Maintenance Calendars
- University Publications on Cultural Practices
- University Publications on Field Issues
- Record Keeping
 - Work Records
 - Equipment Records
 - Budget Resources
 - Employee Records

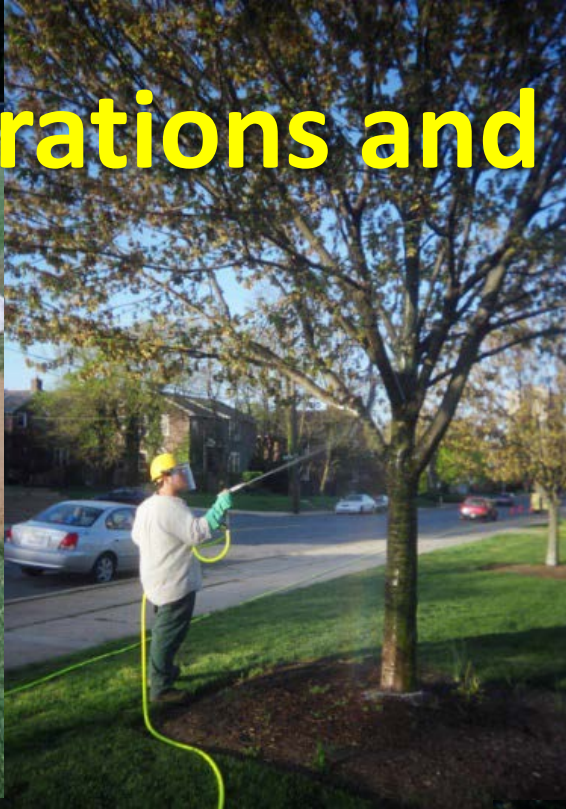
Owner's Expectations???

- Level 1** Showpiece facility
- Level 2** Comprehensive stewardship
- Level 3** Managed care
- Level 4** Reactive management
- Level 5** Crisis response





Operations and Site Inventory





Sample Operations Inventory

Activity	Notes	Month
Landscape Maintenance	Outsource arboriculture	
Sports Field Management	Outsource renovation	
Snow Removal Operations	Coordinate contractors and in-house staff	Dec-March
Manage School's Vehicle Fleet	Acquisition, maintenance	
Special Event Coordination	Graduation, homecoming	June, October
Coordinate Office Moves	In house staff	June-Aug.
Recycling & Waste Management	Empty outside trash receptacles, Monitor dumpsters	
Assist/Support Facilities Mgt.	Inside set-ups	As needed



People

What are your labor costs?

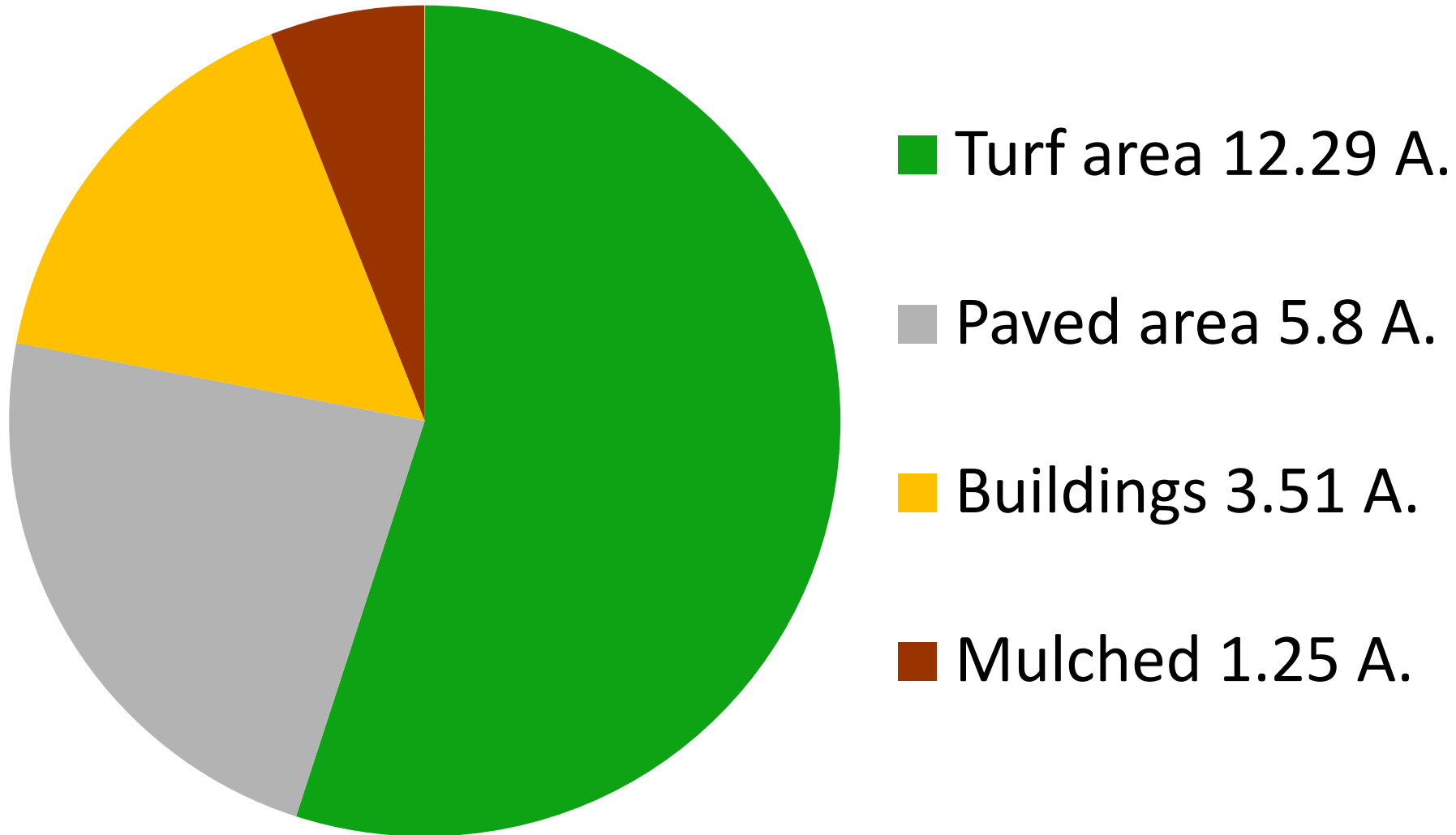
How many man hours needed
to perform a task?

Places





Salesianum 22 A. Campus



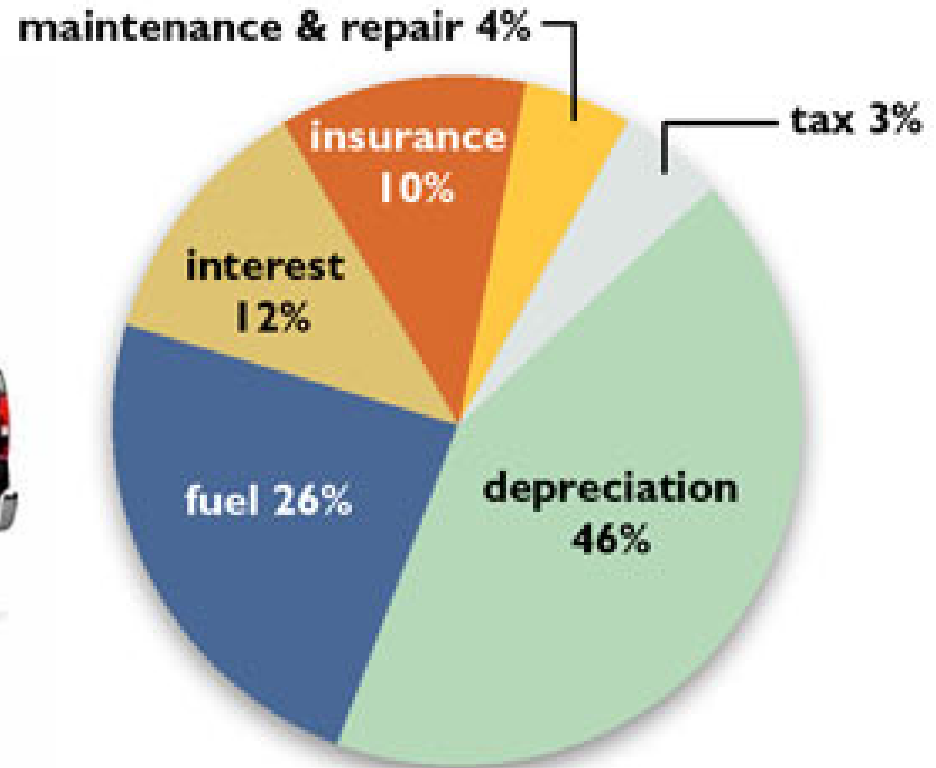




Things



The Costs of Ownership



Costs over a 5 year period.
Source: Consumer Reports



Equipment Cost per Hour

$$\textit{Acquisition Cost per Hour} = \frac{\text{Purchase Price} + \text{Interest} - \text{Salvage Value}}{\text{Life Expectancy (in hours)}}$$

$$\textit{Maintenance Cost per Hour} = \frac{\text{Lifetime Maintenance Cost}}{\text{Life Expectancy (in hours)}}$$

$$\textit{Running Time/Fuel Cost per Hour} = \frac{\text{Cost per Gallon}}{\text{Hours per Gallon}}$$



Compact Tractor

Purchase Price \$35,000 + Interest \$ 3,000 – Salvage Value \$5,000
Life Expectancy 5,000 hours (500 hrs per year for 10 years)

=\$6.66

Lifetime Maintenance Cost: \$20,000.00
Life Expectancy 5,000 hours **= \$4.00**

Fuel Price \$4.00 per gallon
Fuel Used per hour : 1.5 gallons **= \$2.66**

Equipment Cost per Hour **=\$13.32**





Product Order-All Fields

Product	Soccer Field	F.B. Stadium	Baseball Field	Softball Field	Practice Area	Unit Size	Total
<i>18-5-9</i>	72	32	30	14	102	50 lbs	250
<i>15-0-30</i>	20	10	10	4	34	50 lbs	78
<i>PGR</i>	396 oz.	246 oz.			936 oz.	128 oz.	0.00
<i>Sand</i>	150 Tons					25 Ton	0
<i>Herbicide</i>	41					1 lb	2.56
<i>Paint</i>	15	15			42	5 gal pail	72
<i>Seed</i>	7	8			24	50 lbs	39
<i>Gypsum</i>		28	24	10	84	50 lbs	16
<i>Chalk</i>			40	27		50 lbs	67
<i>Calc. Clay</i>			80			50 lbs	80
<i>Quick Dry</i>			40			50 lbs	40
<i>Spr. Paint</i>			5	3		case	8

(courtesy John Netwal, CGCS, North Scott Community School District



Find Your Costs

Task	Man hrs	\$/ hr	Equip needed	\$/ hr	Material needed	Cost/ unit	X Yr.	Total
<i>Mow FB Field 90,000 sq. ft.</i>	1hr	\$35.	72" Mower	\$7.	None	n/a	70x	\$2940.
<i>Fertilize FB Field 90,000 sq. ft.</i>	1hr	\$35.	30hp Tractor Sprdr.	\$6.5	5 bags 20-0-20 @\$25.00	\$125.	5x	\$832.5
<i>FB Field Paint Lines Yard lines, hash, 3ft sidelines</i>	20hr	\$35.	Paint Mchn.	\$1.5	40 gal Paint @\$18.75	\$750.	10x	\$14800
<i>FB Field Aeration 90,000 sq. ft.</i>	4hr	\$35.	50hp Tractor Aerator	\$15.	Tines	\$150.	7x	\$2450.
<i>Deeptine Aeration FB Field- Contracted 90,000 sq. ft.</i>	n/a	n/a	n/a	n/a	n/a	\$.01 5 sq ft.	2x	\$2700.



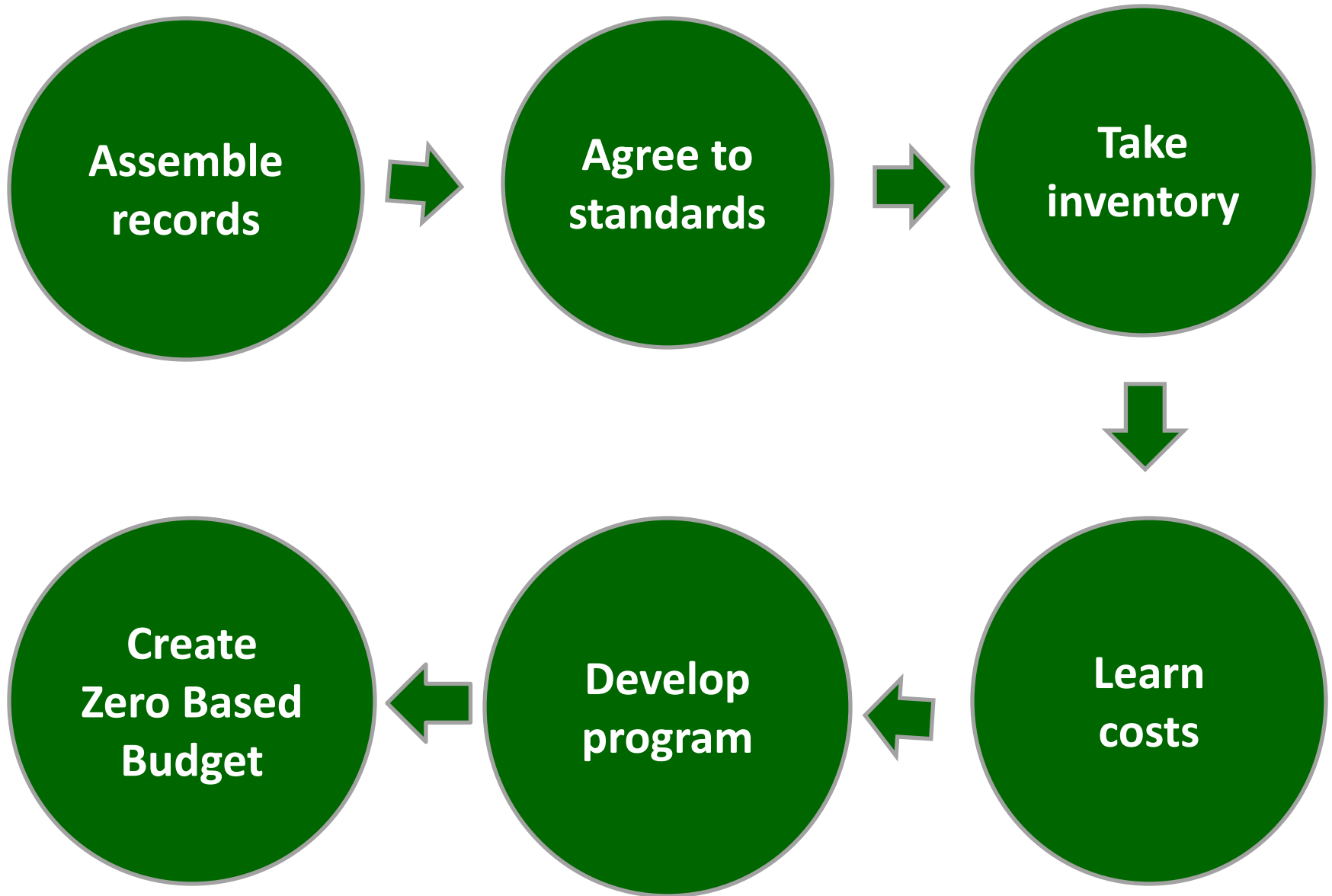
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The Budget

2012 GROUNDS MAINTENANCE BUDGET														
Account	Description	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
4201	mowing	\$0	\$0	\$700	\$1,500	\$2,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,200	\$700	\$13,600
4202	Aeration	\$0	\$0	\$0	\$1,200	\$1,200	\$1,200	\$0	\$0	\$1,200	\$1,200	\$1,200	\$0	\$7,200
4203	seed	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	\$2,000	\$0	\$0	\$0	\$6,000
4204	fertilizer	\$0	\$0	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$0	\$1,500	\$0	\$0	\$6,000
4205	pesticides	\$0	\$0	\$0	\$400	\$400	\$500	\$0	\$0	\$400	\$0	\$0	\$0	\$1,700
4206	equipment	\$4,000	\$1,000	\$200	\$200	\$200	\$600	\$100	\$100	\$100	\$100	\$100	\$100	\$6,800
4207	labor	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$6,000	\$6,000	\$6,000	\$4,500	\$4,500	\$4,000	\$4,000	\$55,000
4208	tree/shrub	\$1,000	\$0	\$0	\$800	\$150	\$0	\$0	\$0	\$200	\$0	\$0	\$0	\$2,150
4209	snow	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$12,000
4210	cleanups	\$0	\$0	\$2,000	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,000	\$1,500	\$2,000	\$8,000
4211	flowerbeds	\$0	\$0	\$1,600	\$3,000	\$35,000	\$2,000	\$2,000	\$2,000	\$4,000	\$2,000	\$1,500	\$0	\$53,100
4212	building main	\$500	\$500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$51,000
	Total	\$12,500	\$8,500	\$16,500	\$19,600	\$47,950	\$19,800	\$14,600	\$18,100	\$18,900	\$16,800	\$14,500	\$14,800	\$222,550



In Conclusion:





Possible Scenarios

- ✓ They hate it!
- ✓ It still costs too much. They don't know what they want!
- ✓ They need more information!
- ✓ They love it and accept it outright. You are done!

Thanks for Listening!

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Certified Grounds Manager

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Educating young men in the example of the gentleman saint, Francis de Sales