

General Services

DESCRIPTION

The General Services Department is composed of the Print Shop, Mail Room, Motor Pool, Telecommunications Billing, Switchboard, and Risk Management. The Print Shop provides all departments with an array of copying services. The Mail Room provides departments with internal and U.S. Mail service. The switchboard station serves as an information desk and call forwarding mechanism for County departments. The Motor Pool maintains a fleet of vehicles for use by employees on County business if the employee is not assigned a car on a permanent basis. General Services budgets for additional secretarial services that are available to all County departments for special projects, temporary help, or as a resource to cover absences of regular clerical staff. The Risk Manager enhances safety practices for all County employees, assists departments with determining compliance with Federal OSHA requirements, and assists in managing the County insurance program.

GOALS AND OBJECTIVES

- Prepare monthly interdepartmental billing statements for telephone, postage, motor pool, and print shop costs;
- Process insurance claims within two days of receipt;
- Complete Print Shop jobs by requested date;
- Hold copy costs at \$.03 per copy or less; and,
- Improve safety and reduce losses by providing safety training, and increasing safety awareness through the use of departmental safety teams.

SERVICE LEVELS

	FY03	FY03	FY04	FY04	FY05
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>
Per capita cost of operating department	\$ 3.30	\$ 2.73	\$ 3.19		\$ 3.08
Average cost of 1 copy - General Services copiers			0.030	0.024	0.025
Percent of insurance claims reported within 2 days	100.0%	100.0%	100.0%	100.0%	100.0%
Percent of Print jobs completed by date requested	100.0%	100.0%	100.0%	100.0%	100.0%
Number of mail locations served	31	31	34	36	36
Reduce incurred vehicle incidents		22	21	21	20
Reduce OSHA recordable injuries (calendar year)		21	20	20	20
Percent Co. Incident Rate is below State Average		13.8%	14.0%	14.0%	14.0%

BUDGET HIGHLIGHTS

FY04

The FY04 budget contains maintenance level funding.

FY05

Salaries and fringe benefits increased due to higher VRS contributions and health insurance costs. The operating budget decrease reflects no replacement computers in FY05.

General Services

BUDGET SUMMARY

Expenditures

	FY03 <u>Budget</u>	FY03 <u>Actual</u>	FY04 <u>Budget</u>	FY05 <u>Budget</u>	Percent <u>Change</u>
General Services					
Salaries and Fringe Benefits	\$ 184,644	\$ 158,641	\$ 190,990	\$ 191,099	0.1%
Operating Expenditures	118,418	92,084	116,161	112,812	-2.9%
Capital Outlay	6,500	5,585	-	-	0.0%
Total Expenditures	\$ 309,562	\$ 256,310	\$ 307,151	\$ 303,911	-1.1%

Revenue

Recovered Costs	\$ 82,000	\$ 84,114	\$ 84,000	\$ 87,000	3.6%
Total Department Generated Revenue	\$ 82,000	\$ 84,114	\$ 84,000	\$ 87,000	3.6%

Generated Revenue Percent of Budget	26.5%	32.8%	27.3%	28.6%
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Other General Fund Revenue	\$ 227,562	\$ 172,196	\$ 223,151	\$ 216,911	-2.8%
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Other General Fund Percent of Budget	73.5%	67.2%	72.7%	71.4%
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Full-time Positions	5	5	5	5	0.0%
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Full-time Equivalents	5.0	5.0	5.0	5.0	0.0%
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FUTURE FUNDING ISSUES

	FY06 <u>Plan</u>	FY07 <u>Plan</u>	FY08 <u>Plan</u>	FY09 <u>Plan</u>
Salaries and Fringe Benefits	\$ 199,125	\$ 254,664	\$ 293,786	\$ 306,125
Operating Expenditures	112,925	117,474	120,796	124,057
Capital Outlay	19,500	99,000	24,000	-
Total Expenditures	\$ 331,550	\$ 471,137	\$ 438,582	\$ 430,183

Revenue

Recovered Costs	\$ 90,000	\$ 93,000	\$ 96,000	\$ 99,000
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Total Department Generated Revenue	\$ 90,000	\$ 93,000	\$ 96,000	\$ 99,000
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Generated Revenue Percent of Budget	27.1%	19.7%	21.9%	23.0%
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Other General Fund Revenue	\$ 241,550	\$ 378,137	\$ 342,582	\$ 331,183
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Other General Fund Percent of Budget	72.9%	80.3%	78.1%	77.0%
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Full-time Positions	5	6	7	7
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Full-time Equivalents	5.0	6.0	7.0	7.0
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The five year plan reflects the departments plans to add a Safety Corrdinator in FY07 and an Administrative Assistant in FY08. Also included in the plan is funding for a mailing machine and \$50,000 for I-Net costs in FY07 and replacement vehicles for the motor pool in FY06 and FY08.