

# General Services

## DESCRIPTION

The General Services Department is composed of the Print Shop, Mail Room, Motor Pool, Telecommunications Billing, Insurance Claims Filing and Internal 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

	<u>FY05</u> <u>Budget</u>	<u>FY05</u> <u>Actual</u>	<u>FY06</u> <u>Budget</u>	<u>FY06</u> <u>Forecast</u>	<u>FY07</u> <u>Budget</u>
Per capita cost of operating department	\$3.24	\$3.16	\$3.36	\$3.36	\$ 4.38
Average cost of 1 copy - General Services copiers	\$ 0.025	\$ 0.026	\$ 0.030	\$ 0.028	\$ 0.030
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	36	36	36	36	36
Incurred vehicle incidents	40	41	39	36	40
OSHA recordable injuries per 100 employees (CY)	4.2	49.0	4.1	4.5	4.2
Percent Co. incident rate is below State average	14.0%	-4.0%	2.5%	1.0%	1.0%
Number of safety audits performed	8	15	8	8	12

## BUDGET HIGHLIGHTS

### FY06

Salaries and fringe benefits increased due to continued higher health insurance costs. The operating budget represents a maintenance level of funding.

### FY07

The increase in salaries and benefits is due to a new Safety Specialist position. Increases in operating are related to the position and the leasing of an additional copier. The \$30,000 in capital is to purchase a new mailing machine to meet Postal requirements.

# General Services

## BUDGET SUMMARY

### Expenditures

	<b>FY05 Budget</b>	<b>FY05 Actual</b>	<b>FY06 Budget</b>	<b>FY07 Budget</b>	<b>Percent Change</b>
<b>General Services</b>					
Salaries and Fringe Benefits	\$ 191,099	\$ 188,701	\$ 206,109	\$ 261,693	27.0%
Operating Expenditures	112,812	108,373	115,545	136,055	17.8%
Capital Outlay	-	-	-	30,000	100.0%
<b>Total Expenditures</b>	<b>\$ 303,911</b>	<b>\$ 297,074</b>	<b>\$ 321,654</b>	<b>\$ 427,748</b>	<b>33.0%</b>

### Revenue

Recovered Costs	\$ 87,000	\$ 72,996	\$ 79,000	\$ 81,000	2.5%
<b>Total Department Generated Revenue</b>	<b>\$ 87,000</b>	<b>\$ 72,996</b>	<b>\$ 79,000</b>	<b>\$ 81,000</b>	<b>2.5%</b>
Generated Revenue Percent of Budget	28.6%	24.6%	24.6%	18.9%	

### **Other General Fund Revenue**

	<b>\$ 216,911</b>	<b>\$ 224,078</b>	<b>\$ 242,654</b>	<b>\$ 346,748</b>	<b>42.9%</b>
Other General Fund Percent of Budget	71.4%	75.4%	75.4%	81.1%	

### **Total Revenue**

	<b>\$ 303,911</b>	<b>\$ 297,074</b>	<b>\$ 321,654</b>	<b>\$ 427,748</b>	
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Full-time Positions	5	5	5	6	20.0%
Full-time Equivalents	5.0	5.0	5.0	6.0	20.0%

### **FUTURE FUNDING ISSUES**

	<b>FY08 Plan</b>	<b>FY09 Plan</b>	<b>FY10 Plan</b>	<b>FY11 Plan</b>
Salaries and Fringe Benefits	\$ 271,932	\$ 282,572	\$ 293,628	\$ 305,116
Operating Expenditures	134,507	138,542	142,698	146,979
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 406,439</b>	<b>\$ 421,114</b>	<b>\$ 436,326</b>	<b>\$ 452,096</b>

### Revenue

Recovered Costs	\$ 83,000	\$ 85,000	\$ 88,000	\$ 91,000
<b>Total Department Generated Revenue</b>	<b>\$ 83,000</b>	<b>\$ 85,000</b>	<b>\$ 88,000</b>	<b>\$ 91,000</b>
Generated Revenue Percent of Budget	20.4%	20.2%	20.2%	20.1%

### **Other General Fund Revenue**

	<b>\$ 323,439</b>	<b>\$ 336,114</b>	<b>\$ 348,326</b>	<b>\$ 361,096</b>
Other General Fund Percent of Budget	79.6%	79.8%	79.8%	79.9%

### **Total Revenue**

	<b>\$ 406,439</b>	<b>\$ 421,114</b>	<b>\$ 436,326</b>	<b>\$ 452,096</b>
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Full-time Positions	6	6	6	6
Full-time Equivalents	6.0	6.0	6.0	6.0

All funding is maintenance level.