

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 100% of all Print Shop jobs by requested date;
- Hold copy costs at \$.03 per copy or less; and,
- Improve safety and reduce losses by providing specific safety training, loss prevention surveys, and personal protective equipment evaluations as needed or requested.

SERVICE LEVELS

	FY02		FY02		FY03		FY03		FY04
	<u>Budget</u>		<u>Actual</u>		<u>Budget</u>		<u>Forecast</u>		<u>Budget</u>
Per capita cost of operating department	\$ 3.94	\$	3.58	\$	3.31			\$	3.16
Print Shop copies	2,000,000		1,442,539		2,976,913		1,479,048		1,600,000
Pieces of non-interdepartmental mail	245,512		278,305		250,422		219,480		230,000
Percent of Print Shop jobs completed on time	100.0%		100.0%		100.0%		100.0%		100.0%
Mail Locations Served:									
On site	22		22		22		24		24
Remote	9		9		9		10		10

BUDGET HIGHLIGHTS

FY03

The significant decrease in this budget results from a reduced need for capital outlay funding and the transfer of the funding for the telephone maintenance contract to the Facilities Management budget. The capital outlay category contains funds for an overhead projector.

FY04

The FY04 budget contains maintenance level funding.

General Services

BUDGET SUMMARY

Expenditures

	FY02 Budget	FY02 Actual	FY03 Budget	FY04 Budget	Percent Change
General Services					
Salaries and Fringe Benefits	\$ 174,539	\$ 173,747	\$ 184,644	\$ 190,988	3.4%
Operating Expenditures	160,963	130,649	118,418	116,160	-1.9%
Capital Outlay	24,000	21,724	6,500	-	0.0%
Total Expenditures	\$ 359,502	\$ 326,120	\$ 309,562	\$ 307,149	-0.8%

Revenue

Recovered Costs	\$ 80,000	\$ 85,812	\$ 82,000	\$ 84,000	2.4%
Total Department Generated Revenue	\$ 80,000	\$ 85,812	\$ 82,000	\$ 84,000	2.4%
Generated Revenue Percent of Budget	22.3%	26.3%	26.5%	27.3%	

Other General Fund Revenue

Other General Fund Revenue	\$ 279,502	\$ 240,308	\$ 227,562	\$ 223,149	-1.9%
Other General Fund Percent of Budget	77.7%	73.7%	73.5%	72.7%	

Full-time Positions	5	5	5	5	0.0%
Full-time Equivalents	5.0	5.0	5.0	5.0	0.0%

FUTURE FUNDING ISSUES

	FY05 Plan	FY06 Plan	FY07 Plan	FY08 Plan
Salaries and Fringe Benefits	\$ 196,718	\$ 202,620	\$ 276,248	\$ 311,536
Operating Expenditures	119,064	122,041	128,092	134,019
Capital Outlay	6,900	19,500	80,000	-
Total Expenditures	\$ 322,683	\$ 344,161	\$ 484,340	\$ 445,555

Revenue

Recovered Costs	\$ 86,000	\$ 88,000	\$ 90,000	\$ 92,000
Total Department Generated Revenue	\$ 86,000	\$ 88,000	\$ 90,000	\$ 92,000
Generated Revenue Percent of Budget	26.7%	25.6%	18.6%	20.6%

Other General Fund Revenue

Other General Fund Revenue	\$ 236,683	\$ 256,161	\$ 394,340	\$ 353,555
Other General Fund Percent of Budget	73.3%	74.4%	81.4%	79.4%

Full-time Positions	5	5	6	7
Full-time Equivalents	5.0	5.0	6.0	7.0

Several items are planned for the department in years FY05 through FY08. The \$6,900 in capital for FY05 is for software for the County's phone system. FY06 includes \$19,500 for a replacement vehicle for the motor pool. FY07 contains funding for a Safety Coordinator position, a mailing machine, and additional funding to improve the County's phone system. Finally, FY08 contains funding for an Administrative Assistant position.