

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

	FY04	FY04	FY05	FY05	FY06
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>
Per capita cost of operating department	\$3.27	\$2.95	\$3.17		\$ 3.30
Average cost of 1 copy - General Services copiers		.026	0.030	.027	.03
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		42	40	40	39
Reduce OSHA recordable injuries (calendar year)		est. 4.3	4.2	4.1	4.1
Percent Co. Incident Rate is below State Average		2.2%	2.3%	2.3%	2.5%

BUDGET HIGHLIGHTS

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.

FY06

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

General Services

BUDGET SUMMARY

Expenditures

	FY04 Budget	FY04 Actual	FY05 Budget	FY06 Budget	Percent Change
General Services					
Salaries and Fringe Benefits	\$ 190,990	\$ 181,497	\$ 191,099	\$ 206,108	7.9%
Operating Expenditures	116,161	89,108	112,812	115,545	2.4%
Capital Outlay	-	6,069	-	-	100.0%
Total Expenditures	\$ 307,151	\$ 276,674	\$ 303,911	\$ 321,653	5.8%

Revenue

Recovered Costs	\$ 84,000	\$ 73,440	\$ 87,000	\$ 79,000	-9.2%
Total Department Generated Revenue	\$ 84,000	\$ 73,440	\$ 87,000	\$ 79,000	-9.2%
Generated Revenue Percent of Budget	27.3%	26.5%	28.6%	24.6%	

Other General Fund Revenue

	\$ 223,151	\$ 203,234	\$ 216,911	\$ 242,653	11.9%
Other General Fund Percent of Budget	72.7%	73.5%	71.4%	75.4%	

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

	FY07 Plan	FY08 Plan	FY09 Plan	FY10 Plan
Salaries and Fringe Benefits	\$ 257,578	\$ 268,397	\$ 279,669	\$ 291,415
Operating Expenditures	119,722	123,015	126,398	129,874
Capital Outlay	23,893	30,000	-	-
Total Expenditures	\$ 401,194	\$ 421,411	\$ 406,067	\$ 421,289

Revenue

Recovered Costs	\$ 81,000	\$ 83,000	\$ 85,000	\$ 88,000
Total Department Generated Revenue	\$ 81,000	\$ 83,000	\$ 85,000	\$ 88,000
Generated Revenue Percent of Budget	20.2%	19.7%	20.9%	20.9%

Other General Fund Revenue

	\$ 320,194	\$ 338,411	\$ 321,067	\$ 333,289
Other General Fund Percent of Budget	79.8%	80.3%	79.1%	79.1%

Full-time Positions	6	6	6	6
Full-time Equivalents	6.0	6.0	6.0	6.0

The five year plan reflects the department's plan to add a Safety Coordinator in FY07. Also included in the plan is funding for a mailing machine in FY08.