

General Services

DESCRIPTION

The General Services Department includes the Facilities Management, Fleet Services, and Safety/Risk Management Divisions.

Facilities Management is responsible for property management, maintenance and renovation of all non-school, County-owned facilities. This consists of the overall responsibility for the planning, budgeting, and operations of a preventative maintenance program, in-house repairs, and alterations of the buildings and related mechanical, electrical, and plumbing systems. This Division provides support and management services for the County and School telephone system, and administers the County's Facilities and Energy Management policies.

Fleet Services provides preventive maintenance and repair service for County and School vehicles and motorized equipment and administers the Fleet Management Policy.

This Division provides fleet management services including vehicle registrations, preparing vehicle and equipment specifications, vehicle acquisition and disposal, vehicle replacement, and maintaining vehicle history records.

Risk Management enhances safety practices for all County employees, assists departments with determining compliance with Federal OSHA requirements, and assists in managing the County insurance program. This Division assists with administering the County's Vehicle Safety Policy and assists departments with application of the provisions of the Hanover Safety manual.

The Department also includes mail room and print shop services, primarily within the Facilities Division. The mail room provides departments with internal and U.S. Mail service.

BUDGET SUMMARY

	FY10 Actual	FY11 Budget	FY12 Budget	FY11 to FY12	FY13 Plan
Expenditures					
Personnel	\$ 912,058	\$ 829,588	\$ 2,247,923	171.0%	\$ 2,281,294
Operating	1,141,699	1,147,540	1,466,112	27.8%	1,422,812
Capital	158	13,500	211,060	1463.4%	-
Total Expenditures	<u>\$ 2,053,915</u>	<u>\$ 1,990,628</u>	<u>\$ 3,925,095</u>	<u>97.2%</u>	<u>\$ 3,704,106</u>
Other Revenue	\$ 42,601	\$ 77,000	\$ 79,000	2.6%	-
General Fund Revenue	2,011,314	1,913,628	3,846,095	101.0%	3,704,106
Total Revenue	<u>\$ 2,053,915</u>	<u>\$ 1,990,628</u>	<u>\$ 3,925,095</u>	<u>97.2%</u>	<u>\$ 3,704,106</u>
Generated Revenue Percent	2.1%	3.9%	2.0%		0.0%
General Fund Percent	97.9%	96.1%	98.0%		100.0%
Full-time Positions	15	8	33	312.5%	33
Part-time Positions	2	2	2	0.0%	2
Full-time Equivalents	16.0	9.0	34.0	277.8%	34.0

*Above table includes Fleet Fund FY10 Actual and FY11 Budget data.

General Services

BUDGET HIGHLIGHTS

Beginning in FY12, the Facilities Management, Fleet Services, and General Services departments will be merged together to form one General Services Department. As a result, Fleet Services will no longer be an internal service fund and will become part of the General Fund. The Fleet Services prior year revenues and expenses are shown below for purposes of providing perspective on the true impact on the combined budgets. When considered together, the General Services Department as defined in FY12 saw a

decrease in funding of 5.4% from its comparative parts in FY11.

“Other Revenue” represents costs recovered from other departments for telephone, print shop, and motor pool usage. The personnel expense increase is due primarily to a compensation adjustment and increased health insurance costs. The FY12 budget eliminates a vacant unfunded Parts/Fuel Coordinator position.

FLEET SERVICES

	FY10 Actual	FY11 Budget	FY12 Budget	FY11 to FY12	FY13 Plan
Expenditures					
Personnel	\$ 1,551,061	\$ 1,392,679	\$ -	0.0%	\$ -
Operating	249,103	325,058	-	0.0%	-
Capital	54,423	442,007	-	0.0%	-
Total Expenditures	\$ 1,854,587	\$ 2,159,744	\$ -	0.0%	\$ -
Revenues					
Charges for Services	\$ 1,384,625	\$ 1,378,055	\$ -	0.0%	\$ -
Recovered Costs	276,256	265,502	-	0.0%	-
Miscellaneous Revenue	23,520	141,815	-	0.0%	-
Prior Year Balance	-	224,159	-	0.0%	-
Reserve for Revenue	-	50,000	-	0.0%	-
Transfer from General Fund	8,262	100,213	-	0.0%	-
Total Revenue	\$ 1,692,663	\$ 2,159,744	\$ -	0.0%	\$ -
Generated Revenue Percent	99.5%	95.4%	-		0.0%
General Fund Percent	0.5%	4.6%	-		0.0%
Full-time Positions	29	26	-	0.0%	-
Full-time Equivalents	29.0	26.0	-	0.0%	-

***Fleet Services becomes part of the General Fund in FY12.**

General Services

GOALS AND OBJECTIVES

- Respond to all facilities emergency calls in 3 hours or less;
- Complete facilities preventive work requests within five days of issue;
- Review facilities open work orders weekly to prioritize workload;
- Identify and perform energy saving projects that are in line with the Board's Energy Initiative;
- Maintain County and School fleets in a safe and cost effective manner;
- Use best practices to keep abreast of changing vehicle technology to provide improving customer service;
- Assist customers with fleet needs and promote effective fleet management through fleet best management practices;
- Improve safety and reduce losses by providing safety training, and increasing safety awareness through the use of departmental safety teams; and
- Administer the County's property, liability, and motor vehicle insurance programs.

SERVICE LEVELS

	FY10	FY11	FY11	FY12
	<u>Actual</u>	<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>
Per capita cost of operating department	\$20.57	\$19.71	\$19.71	\$38.14
Square Feet Maintained	576,886	576,886	594,936	615,636
Vehicles Maintained				
School Buses	311	305	305	305
Public Safety	442	450	450	450
Other	390	400	400	400
Special purpose equipment	77	80	80	80
Total	1,220	1,235	1,235	1,235
Number of safety audits performed	40	40	40	40



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