

**2024
PROGRAM BUDGET**

Central Services Department



Submitted:

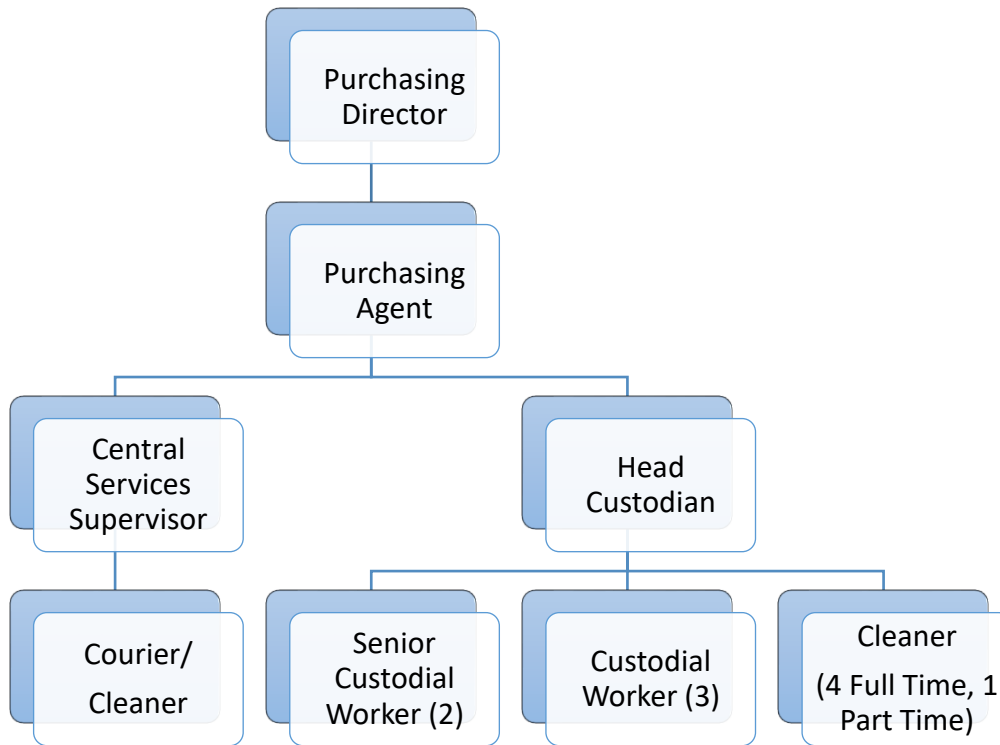
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Central Services 2024 Program Budget

Organization:



Central Services Departmental Description:

Genesee County Central Services is a county department that is made up of three different entities: Custodial Department, Printing Department and Mail Room, and the Purchasing Department. The Purchasing Director is the department head for Central Services. The Custodial Department and the Printing Department have Head Supervisors that manage those departments.

Mission:

The mission of Central Services is to provide all County Departments with centralized services to promote cost effective and efficient business practices as well as a safe and healthy work environment.

Purchasing

Purchasing is charged with the responsibility to purchase goods and services for all Genesee County departments. Procurement encompasses the entire process of obtaining commodities and services, assessing the needs and planning the acquisition, determining source selection method, drafting and issuing solicitations, evaluating bids or proposals, recommending for

award, the administration of the Procurement Card system as well as responding to the myriad of day to day questions/requests, FOIL responses and providing clerical services in support of purchasing activities.

Our primary objectives are:

- Support operational requirements
- Manage the purchasing and contracting process equitably, efficiently, and effectively
- To acquire quality goods and services the County Departments use in fulfilling their responsibilities.
- To maximize the value of taxpayer funds in procuring goods and services.

The Purchasing Department is committed to the fair, equitable, and timely acquisition of goods and services for Genesee County and to cultivating an ethical and professional environment. Using technology, competition, and best practices, we strive to bring the greatest value to the County and its residents in an efficient and cost-effective manner. The Department embraces the Values and Guiding Principles of Public Procurement, which are:

- Accountability
- Ethics
- Impartiality
- Professional Services
- Transparency

Genesee County Purchasing operates under NYS GML 103 and 104b.

Printing Department and Mailroom

The printing department provides printing, forms design, postal service, and interoffice courier service for county departments. This department acts as the county's central supply source for copy paper/envelopes. This department provides courier service with daily delivery and collection at each county location plus Town of Batavia Offices, City of Batavia Police Department, Premier Nursing home and cooperative Extension. Coordinates design, order of business cards for county departments on an as needed basis. Coordinates UPS and FedEx delivery/shipments for county departments.

Custodial Department

The custodial operation currently consists of ten full time and two part time employees. These employees are responsible for the daily cleaning of twelve and two rented county buildings, including, but not limited to, mopping, vacuuming, dusting, cleaning and supplying paper products in all building restrooms, emptying trash and recycling. Their duties can also include

washing windows, inside and outside, stripping and waxing floors, and shampooing carpets. They also handle a variety of daily requests from county employees and the public which they fit around their scheduled duties. They do set-ups and take-downs for various county meetings. They are responsible for flag maintenance, replacing worn flags, proper disposal of worn flags through Veteran's Services, the proper raising and lowering of flags at the appropriate times and in compliance with flag etiquette. The three employees assigned to County Building #2 and the downtown area are responsible for locking County Building #2, County Building #1, the Old Courthouse and the Courts Facility.

In 2024 the custodial operation will be responsible for cleaning the non-secure areas of the new County Jail. Expect the addition of one new staff member to provide five day a week coverage.

2024 Key Departmental Goals and Objectives

1. To provide Procurement Code guidance and training to County Departments.
2. To provide timely responsive support to County Departments.
3. To formulate and recommend purchasing policy and procedures.
4. Look to reduce risk and ensure the security of supply.
5. Continued development of Central Services Cleaning Staff in both cleaning applications, safety training, and improve quality in Customer Service response.
6. Continued professional development of Department Leadership.
7. Adapt procurement "Best Practices" where applicable.
8. Seek the best quality, competitive priced goods and services that meet the needs of the County and its personnel.
9. Provide all responsible vendors and contractors with equitable access to servicing the needs of Genesee County and its personnel through competitive acquisition of goods and services.
10. Ensure fair and equitable treatment of all persons/vendors who deal with Genesee County.

Central Services - Projected Work – 2024

1. Continue the professional development of the Purchasing Agent, Head Custodian and Senior Custodial Workers.
2. Annual approval and publication of updated Purchasing Policy/Procedure Manual.
3. Continue outreach efforts both within Genesee County and with outside agencies to ensure compliance with GML in all purchasing functions.
4. Encourage all segments of the business community, including business owned by minorities and women, to participate in the County's purchasing program.

5. Pursue opportunities for increased cooperative services as opportunities present themselves.
6. Promote teamwork, efficiency, and high performance standard within the department through various avenues of communications.
7. To continue to generate broad participation and competition among suppliers and contractors by posting County solicitations on The Empire State Purchasing Group and the New York State Contract Reporter.
8. To ensure equal opportunity to all qualified vendors and contractors wishing to complete for Genesee County contracts.
9. Keeping abreast of current development in the field of procurement.
10. To continue to expand Central Service Leaders knowledge in systems, processes, etc. to become a more efficient team.
11. To continue working with the Jail Transition Team on the new Jail cleaning procedures as well as purchasing of supplies and equipment.
12. Provide cleaning services to the non-secure areas of the New County Jail.
13. Expand use of electronic bidding for County solicitations.

Key Accomplishments/Highlights 2022-2023

1. Served the county employees as well as the public in keeping the buildings clean and safe at all times.
2. Worked with Jail Transition Team on topics such as cleaning equipment, staffing and procedures.
3. Renewed contracts for natural gas and electricity. Entered into three year fixed rate contracts with the assistance of select County staff and MEGA consultant.
4. Worked with SMRT in the development of Bid for the new Jail Commercial furniture.
5. Scheduled mandatory training classes for Central Services in Blood Borne Pathogens, Use of Fire Extinguishers, Right to Know, SDS/Chemical Safety, Sexual Harassment and Work Place Violence, Emergency Action Plan, Proper Lifting Techniques, and Walking and Working Surface Safety.
6. Recruited replacement cleaning staff to cover vacancy(s).
7. Worked with engineers in regards to various Highway Construction project bids.
8. Continued development of Leadership Team within Central Services.
9. Central Services continues to provide "Deep Cleaning" as required due to Covid.
10. Coordinated with Genesee County Soil & Water in accessing "piggyback" Bid to purchase a new vehicle.
11. Support, listen to staff and addressed personnel issues.
12. Updated and submitted Purchasing Policy and Procedures to Legislature for approval in April 2023.

13. Continue to work with County Attorney on procurement questions.
14. Updated the County wide recycling policy.
15. Ensuring that the departments are able to purchase their needed equipment and supplies for the best value, in a timely manner.
16. Procurement Card System: As one of the three Program Administrators, oversaw the Procurement Card system. The P-Card System is a credit card designed to enable County Department's permanent full-time employees to make purchases in an efficient, timely, and cost effective manner. All P-Card Cardholders may make purchases up to \$1,000 per single transaction without delays or burdensome paperwork. In the past twelve months the P-Card System had an average of 28 monthly active users with an average transaction amount of \$108. In 2022 the total program spend was \$468,769. For 2023 spend was \$516,957. The top five vendors are Walmart.com occupying the top spot (\$15,682), in second place, Tops Market (\$14,689), Walmart in third (\$13,531), followed by Walmart Supercenter (\$13,152), and fifth place The Home Depot (\$9,213). Purchasing manages the system, conducts training classes, monitors system for abuses, and adjusts card transaction levels.
17. Participating member of the County Safety Committee.
18. Purchase order cycle time: All purchase orders are normally processed the same day they are approved by the requesting department.
19. Recruited and hired new Purchasing Agent position replacing former Principal financial Clerk. New position started January 3, 2023.
20. Submitted and received Legislature approval of electronic bids.
21. Worked with various County Departments in the development of bids and request for proposals.
22. Custodial Leaders attended demonstration of equipment to be used in new Jail.

2024 Budget Highlights

Central Services:

1. EQUIPMENT:
 - Small Tools & Equipment: Projected to spend \$7,289 in early 2024 based upon OGS contract quote. Additional items for the new Jail Facility. List of items jointly developed by the Jail Transition Team and Central Services.
2. CONTRACTED SERVICES:
 - Trash Collection – Second year of contract with a 5% increase in cost. Plus addition of larger dumpster for the new Jail.

- Facility Gas- \$2,608 increase budget in 2024 compared to the 2023 budget. On fixed rate of \$0.04985 ccf until April 30, 2026 when new rates will go into effect. Nine County Accounts are paid by Central Services.
- Facility Electric- \$3,800 increase in 2024, over 2023 budget, on increase in rate (\$0.06115 kWh) going to a fixed 3-year contract which will expire in October 2026. Eight County accounts are paid by Central Services.
- Cost per Copy – Expense same as 2023 budget (\$6,000). Third Floor and Print Shop copiers are part of this volume. Third Floor copier is used by Human Resources, Self-Insurance, as well as Purchasing (approximately 82,000 copies). Copy Center projected to use 370,000 copies in 2024 versus 371,102 in 2023. Black and white copy rate to increase in May 2024 by +\$0.00023 a copy.
- Personnel Training – Major increase in expense line the additional \$7,700 to cover reimbursement for the Purchasing Agent to achieve Bachelor’s Degree in Business Administration – Technology Management through Alfred State College on-line programs. Also includes money for staff Defensive Driving and one person to attend the SAMPO Annual Conference.

3. REVENUE:

- General Department Income - Projecting an increase in 2024 by \$1,112. General Department Income consists of utility bills charged back to Department of Social Services and Mental Health. Amount budgeted in line with previous years’ actual amounts and reflect the anticipated cost increase in the Facility Gas and Facility Electric line.
- State Aid, Courts Facility – Increase of \$7,649. Based upon amount of Court reimbursement contract budget worksheet for Central Services.

Custodial Departments:

1. PERSONNEL COSTS:

- Personal Services- 2024 anticipated to be \$660,632. Included is the new Union Contract wage rate and Longevity changes . This is higher than 2023 budget of \$622,754. Based upon full staff compliment, increase in hourly wages in 2023 and NEW full time Custodial worker assigned to the new Jail Facility starting in February 2024.
- OVERTIME – \$8,000 budgeted for 2024 or \$1,000 lower than budgeted for 2023. OT used for project work, floor maintenance, raising and lowering of flags. Compensatory time is offered to employees instead of paying for OT.

2. EXPENSES:

- Contract, Other- Projected same expense in 2024 for repair of aging equipment as in 2023. Repairs (\$4,000) made by outside agencies.
- Building Supplies – Project at \$40,117 or \$6,117 higher than budgeted for 2023. Due to new Jail opening (additional \$3,720) and additional cleaning products/volume required. Use of bathroom tissue, paper towels, cleaning supplies, trash can liners sanitizing wipes, etc.

Central Printing:

1. COURIER SERVICES

- Vehicle Fuel - Since January 2023 Motor Pool gas prices have risen 21%. Expect them to increase in 2024.
- Vehicle Maintenance & Repair – Reduced by \$850. Higher than budgeted expense in 2023.

2. POSTAGE/PRINTING/PAPER

- 2024 postage – Postal Service will continue with twice a year rate increases through 2024. Postal Serviced has requested a \$0.02 increase in January and anticipates another increase in July. These increases are part of the Postal Services 10-year plan to solvency. Projecting a higher than normal mailing volume from Elections in 2024 due to an election year. Projecting to spend \$82,000. Except for the dollars used by Purchasing the majority of postage is charged back to user departments.
- Equipment Repair & Maintenance and Lease Agreement – decreased by \$305. Elected to use Time & Material repair over a formal PMA for the Digital Duplicator equipment.
- White 8 ½ x 11 Copy Paper – Projecting an \$8,470 increase for 2024. The OGS NYS Contract now allows up to a 7% increase/decrease every quarter. Through 2023 copy paper and envelopes have been in short supply with rising prices. January 1, 2024 the NYS OGS white copy price was \$44.71 a carton. The Central Services Supervisor continuously checks for lower contract pricing. Envelopes have increased in price dramatically in 2022 spent \$6,470 while projecting 2024 expense at \$11,450 for about the same volume.

Budget Comparison:

	2022 Actual Amount	2023 Amended Budget	2024 Approved Budget	2025 Forecast
Appropriations				
Personnel TOTAL	\$ 848,755	\$ 952,011*	\$ 991,291**	\$ 1,117,674**
Equipment TOTAL	\$ 0	\$ 0	\$ 7,289	\$ 0
Contractual TOTAL	\$ 467,759	\$ 514,807	\$ 544,479	\$ 539,438
Total Appropriations	\$ 1,316,486	\$1,466,818	\$ 1,543,059	\$ 1,657,112
Revenue	\$ 425,427	\$ 454,098	\$ 477,060	\$ 474,143
County Support	\$ 891,087	\$1,012,720	\$ 1,065,999	\$ 1,182,969
FTE's	14.0	14.0	15.0	15.0
Part-Time Positions	0.5 (1)	0.5 (1)	0.5 (1)	0.5 (1)

Appropriations	Adopted 2022	Actual 2022	Amended Budget 2023	Requested 2024	Adopted 2024
Salary/Fringe	\$ 895,874	\$ 848,755	\$952,011	\$ 1,063,858*	\$ 991,291*
Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,289	\$ 7,289
Contractual	\$ 485,713	\$ 467,759	\$ 514,807	\$ 544,479	\$ 544,479
Total Appropriations	\$1,381,587	\$1,316,486	\$1,466,818	\$1,1,615,626	\$1,543,059
Revenue	\$ 446,533	\$ 425,427	\$ 454,098	\$ 477,060	\$ 477,060
County Support	\$ 916,054	\$ 891,087	\$ 1,012,720	\$ 1,138,566	\$1,065,999
FTE's	14.0	14.0	14.0	15.0	15.0
Part-Time Positions	0.5 (1)	0.5 (1)	0.5 (1)	0.5 (1)	0.5 (1)

*Includes overtime.

**Includes Overtime, new Union Contract hourly rates and new longevity rates.

Department Indicators:

Indicators:	Actual 2022	Year End 2023	2024 (Estimated)
No. of Purchase Orders Issued	389	463	425
No. of Sealed Bids	14	20	15
No. of Request for Proposals	14	18	18
No. of Formal Quotes (RFQ's)	1	1	2
Mail Volume (Letters and Flats)	103,877	105,306	110,000
Postage (Dollars)	\$84,393	\$83,202	\$85,000**
Print Shop Copies (Impressions & Copies)	387,000	371,102	370,000
Purchasing Dollars	\$ 5,530,221	\$6,249,725*	\$6,100,000
Overtime Dollars	\$6,940	\$6,840	\$8,000
Vendor Protests Filed/Sustained	0/0	0/0	0/0

* Dollars obtained from financial system Open and Closed purchase order reports. Does NOT include money paid directly to vendors from invoices. New Jail purchases in 2023.

**Postage Dollars: Based upon expected two postage increases increase in 2024.

2023 Purchase order/solicitations increase due to New Jail Construction project.