

PROGRAM BUDGET SUMMARY

DEPARTMENT OF GENERAL SERVICES – ADMINISTRATIVE DIVISION

MISSION/Program Description

THE MISSION OF THE ADMINISTRATION DIVISION IS TO PROVIDE LEADERSHIP AND MANAGEMENT TO THE PURCHASING AND SUPPORT DIVISION STAFF. This division plans, organizes, and administers all activity and staff involved in purchasing, reprographics center, BAC facility, mail services, receptionist, telecommunications, warehousing and central stores services for the Borough. In addition, the Administrative Division manages escalated customer service issues, resolves contract administration conflicts and conducts special projects as they are identified.

Major Long-Term Issues and Concerns

- Evaluate workflow; identify opportunities for adoption of automated processes to replace manual systems, increase productivity and institute data generation capabilities.
- Maintain ability of General Services Department to provide timely response to department requirements with current staff and budget constraints.

Objectives for FY 2005

- Hire, supervise, evaluate, improve, motivate, and discipline department personnel.
- Provide prompt and courteous service to the public.
- Develop, monitor, and coordinate the department fiscal budget.
- Provide leadership and management direction to entire department.
- Ensure compliance with Borough ordinance and policies and applicable state and federal laws.

Significant Budget Changes

- The FY 2005 budget reflects a net increase in personnel costs due to cost of living adjustments, normal union and management longevity.

Previous Year's Accomplishments

- Continually upgrade and maintain the program description as noted above.

(See GS Divisions for measures and statistical accomplishments)

This page intentionally left blank.

Dept: General Services
Div: Administration

	2001/02 Actual	2002/03 Actual	2003/04 Approved	2003/04 Revised	2004/05 Recommended	2004/05 Approved
PERSONNEL SERVICES						
Permanent Salaries	133,867	126,327	97,160	97,160	100,360	100,360
Overtime Wages	-	-	-	-	-	-
Temporary Salaries	-	-	-	-	-	-
Benefits	56,743	54,293	43,040	43,040	53,290	51,590
Subtotal:	<u>190,610</u>	<u>180,620</u>	<u>140,200</u>	<u>140,200</u>	<u>153,650</u>	<u>151,950</u>
COMMODITIES						
Office Supplies	1,795	3,168	1,000	1,000	1,000	1,000
Computer Supplies	255	45	60	60	60	60
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	214	33	350	350	350	350
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	<u>2,264</u>	<u>3,246</u>	<u>1,410</u>	<u>1,410</u>	<u>1,410</u>	<u>1,410</u>
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Travel	1,185	-	-	-	-	-
Professional Dues/Meetings	-	-	80	80	-	-
Training	914	10,001	4,900	4,625	5,400	5,400
Advertising, Printing & Binding	-	79	80	80	80	80
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	-	-	275	-	-
Subtotal:	<u>2,099</u>	<u>10,080</u>	<u>5,060</u>	<u>5,060</u>	<u>5,480</u>	<u>5,480</u>
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	2,648	-	-	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	<u>-</u>	<u>2,648</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL:	<u><u>194,973</u></u>	<u><u>196,594</u></u>	<u><u>146,670</u></u>	<u><u>146,670</u></u>	<u><u>160,540</u></u>	<u><u>158,840</u></u>
FUNDING SOURCE:						
General Fund Revenues						

This page intentionally left blank.

FY 2004-2005 Budget
Fairbanks North Star Borough

PROGRAM BUDGET SUMMARY

DEPARTMENT OF GENERAL SERVICES – PURCHASING DIVISION

Mission/Program Description

THE MISSION OF THE PURCHASING DIVISION IS TO CONDUCT PROCUREMENT FOR ALL BOROUGH DEPARTMENTS. The division directs the purchasing of all supplies, services and construction, and disposal therein, as required by Borough operations. Major responsibilities include overseeing departments' procurement activity for small dollar purchases, administrating the formal solicitation process, and issuing all purchase orders. All procurement activity is conducted in accordance with Title 16 to assure fair and equitable treatment of parties and to maximize the value of public funds.

Major Long Term Issues and Concerns

- The Borough would benefit from a Procurement Card program, providing departments with an efficient method for completing small dollar purchases. The implementation of this program will be time intensive, but should be doable without the need for an additional FTE. Challenges to implementation include available staff resources, changes to current workflow, audit processes to identify misuse, possible interface with existing financial management software (Bi-Tech IFAS).
- To continue to take advantage of the efficiencies of technology in the purchasing process, an existing Bi-Tech IFAS purchasing module should be implemented to computerize the purchase requisition process. This implementation will require resources mainly from the GS, CS and FS departments. However, all departments will benefit from the implementation.

Objectives For FY 2005

- Continue to expand the functionality to bidders/contractors of the GS website.
- Implement the IFAS purchasing module to automate purchase requisition process.
- Continue to educate departments on use of bid and proposal templates to reduce time needed to prepare solicitations.
- Continue to encourage participation of and award to local bidders in all Borough procurements.
- Evaluate and revise current small dollar policies to effect more efficient purchase processing while maintaining appropriate accountability.
- Effectively purge inactive vendor files from the financial system.

Significant Budget Changes

- The FY 2005 budget reflects a net increase in personnel costs due to cost of living adjustments and normal union longevity.
- The FY 2005 budget reflects a net increase in temporary salaries for support staff to assist during periods of high volume in purchasing activity and to complete special projects.

Previous Year's Accomplishments

- Created IFB and RFP templates to provide standardization and ensure compliance to Title 16.
- Established an intranet website to provide procurement resources to borough employees.
- Established an internet site for vendors to view and download copies of IFB's and RFP's.
- Adopted procedures to increase the number of qualified local bidders included on the mailing lists for all IFB's.
- Sponsored two 1-day NIGP training courses for Borough employees.

**Dept: General Services
Div: Purchasing
Measures & Statistical Accomplishments**

The FNSB intends to measure the success of this section by the use of the following measures, over time.

<u>Measures</u>	<u>2000/01</u> <u>Actual</u>	<u>2001/02</u> <u>Actual</u>	<u>2002/03</u> <u>Actual</u>	<u>2003/04</u> <u>Budget</u>	<u>2004/05</u> <u>Budget</u>
Measure 1. Percent of IFB's awarded to local bidders	n/a	n/a	n/a	86%	94%
Measure 2. Percent of purchase orders processed and sent to vendor within one day	n/a	n/a	n/a	90%	90%
Measure 3. Avg. time (in days) required to review/prepare formal solicitation for publication.	n/a	n/a	n/a	21	18

Additional Statistical Accomplishments

Processing of Purchasing Documents

Purchase Orders	2,563	2,664	2,787	3,200	3,350
Travel Authorizations	204	208	210	250	260
Change Notices to purchase orders	710	666	680	614	630
Update vendor data	444	430	460	454	465
New vendor setup			307	210	260
Recodes, liquidates, rollovers	297	325	292	302	315
W-9 information requests	No	No	498	689	695
Manual corrections to vendor info on purchase orders	50+	50+	170	365	600
Check Requests			741	765	780

Formal Procurement Process

Invitations for Bid issued	57	65	83	55	60
Request for Proposal issued	9	7	11	13	18
Cash Receipts for IFB/RFP received	399	458	464	461	203
Cash deposits processed	43	37	54	42	22

Invoiced Purchases

Payments made	60	98	92	96	76
Journal entries processed	357	354	381	362	280

**Dept: General Services
Div: Purchasing**

	2001/02 Actual	2002/03 Actual	2003/04 Approved	2003/04 Revised	2004/05 Recommended	2004/05 Approved
PERSONNEL SERVICES						
Permanent Salaries	117,215	126,456	131,070	131,070	135,480	135,480
Overtime Wages	425	131	1,500	1,500	1,500	1,500
Temporary Salaries	5,687	4,027	3,190	3,190	7,190	7,190
Benefits	43,581	48,593	59,030	59,030	73,420	71,090
Subtotal:	<u>166,908</u>	<u>179,207</u>	<u>194,790</u>	<u>194,790</u>	<u>217,590</u>	<u>215,260</u>
COMMODITIES						
Office Supplies	1,245	5,731	1,300	1,300	2,000	2,000
Computer Supplies	50	262	300	300	300	300
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	59	717	450	450	450	450
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	<u>1,354</u>	<u>6,710</u>	<u>2,050</u>	<u>2,050</u>	<u>2,750</u>	<u>2,750</u>
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	54	-	80	80	80	80
Travel	122	60	120	120	120	120
Professional Dues/Meetings	290	521	990	990	1,040	1,040
Training	1,583	2,644	2,100	2,100	2,100	2,100
Advertising, Printing & Binding	59	230	420	170	170	170
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	310	10	-	435	300	300
Subtotal:	<u>2,418</u>	<u>3,465</u>	<u>3,710</u>	<u>3,895</u>	<u>3,810</u>	<u>3,810</u>
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	-	-	-	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL:	<u>170,680</u>	<u>189,382</u>	<u>200,550</u>	<u>200,735</u>	<u>224,150</u>	<u>221,820</u>
FUNDING SOURCE:						
General Fund Revenues						

This page intentionally left blank.

**FY 2003–2004 Budget
Fairbanks North Star Borough**

PROGRAM BUDGET SUMMARY

DEPARTMENT OF GENERAL SERVICES – SUPPORT SERVICES DIVISION

MISSION/Program Description

THE MISSION OF THE SUPPORT SERVICES DIVISION IS TO PROVIDE SUPPORT TO BOROUGH DEPARTMENTS AND OVERSEE THE BOROUGH ADMINISTRATIVE FACILITY (BAC). Included in the division are warehouse operations, reprographics, mail services, the Photo ID program, BAC receptionist services, telecommunications, surplus disposal and BAC facilities management.

Major Long-Term Issues and Concerns

- The Borough's telephone system is outdated and maintenance is costly. A hired consultant has provided short and long-term recommendations for equipment upgrades. The Borough should begin placing funds in the capital projects budget for implementation of the approved recommendations.
- The modular workstations that are used in a majority of borough facilities are old and worn. As departments struggle to house more employees in limited space, and as employees require more ergonomic work areas, the existing equipment inventory is less likely to be usable. Updated parts and pieces are required at additional cost for each new reorganization. The Borough should initiate an evaluation of the long-term cost effectiveness of transitioning to more contemporary modular systems.

Objectives For FY 2005

- Continue to secure advantageous pricing agreements for copier contracts.
- Generate additional income from the disposal of surplus Borough supplies.
- Provide consolidated printing/duplication services in a timely manner to all Borough departments.
- Continue to be proactive in reducing potential health and safety issues within the BAC facility.
- Identify new opportunities to reduce costs to Borough on long distance and cell phone charges.

Significant Budget Changes

- The FY 2005 budget reflects a net increase in salaries due to the cost of living adjustments and the normal union longevity.
- The FY 2005 budget reflects a net increase in Communications to provide additional funding for Borough-wide mailings, additional circuits and phone lines, replacement of old phones and cell phone usage in field.
- The FY 2005 budget reflects a net increase in R & M Building and Grounds to cover new Janitorial contract.
- The FY 2005 budget reflects a net increase in Other Contractual Services for health and safety issues at the BAC, which are not covered under the Janitorial contract; and provide funds for installing and reconfiguring Herman Miller furniture in Borough offices.
- The FY 2005 budget reflects a net increase in Controlled Assets to provide additional funding for the purchase of copiers under \$3,000.
- The FY 2005 budget reflects a net decrease in Office Equipment due to the decrease of the number of Borough copiers replaced.

Previous Year's Accomplishments

- Upgrades to directional signs, lobby furniture and outdoor seating at the BAC.
- Sponsored USPS training for Borough employees on updated mailing regulations.
- Issued IFB's and new contracts for janitorial and security services.
- Recompeted dumpster services to secure lower annual expenses.
- Used cooperative purchasing agreements to secure lower costs for office copiers.
- Implemented electronic ordering of central supply items on the GS intranet site.

**Dept: General Services
Div: Support Services
Measures & Statistical Accomplishments**

The FNSB intends to measure the success of this section by the use of the following measures, over time.

<u>Measures</u>	<u>2000/01 Actual</u>	<u>2001/02 Actual</u>	<u>2002/03 Actual</u>	<u>2003/04 Budget</u>	<u>2004/05 Budget</u>
Measure 1. Percent change in cost on yearly copier maintenance agreements	n/a	n/a	-21%	-64%	-78%
Measure 2. Percentage of copy jobs completed by due date	n/a	n/a	n/a	n/a	90%
Measure 3. Percentage of central supply orders processed the same day as order date	n/a	n/a	n/a	n/a	90%
Measure 4. Percentage of staff time used to address BAC facility issues/month	n/a	n/a	n/a	n/a	40%

Additional Statistical Accomplishments

Borough Admin Center Facility Support

Facility workorders processed	262	237	220	225	230
Contract Admin-Bldg Services; Request for action	144	149	186	162	170
Motor Vehicles dispatched to the field	102	122	202	270	300
Telephone Lan Lines maintained	586	605	624	631	641
Telephone work orders processed	233	245	186	220	245

Mail/Repro/ID Services

Reprographic copies	2,307,984	2,069,290	2,322,763	2,125,510	2,300,650
Photo ID Cards Issued	650	653	642	680	698
Volume of incoming postage (by foot)	6,250	5,500	6,450	6,700	6,850
Volume of outgoing postage (by piece)	113,562	146,671	147,000	148,900	164,214
Number of impressions copied per month.			5,659	5,800	6,400
Central Supply units delivered monthly			1,625	1,630	1,635
Copiers maintained by G.S. Department			31	31	31
New copiers purchased			7	7	2

Invoiced Purchases

Payments Made	394	467	612	672	680
Journal Entries	315	453	482	458	470
Borough Surplus Sale Revenue Generated	1,327	4,596	1,633	2,532	3,000

Dept: General Services
Div: Support Services

	2001/02 Actual	2002/03 Actual	2003/04 Approved	2003/04 Revised	2004/05 Recommended	2004/05 Approved
PERSONNEL SERVICES						
Permanent Salaries	106,052	110,588	114,980	114,980	120,700	120,700
Overtime Wages	1,220	366	1,490	1,490	1,490	1,490
Temporary Salaries	4,651	10,550	9,500	9,500	9,500	9,500
Benefits	46,755	44,850	52,510	52,510	65,790	63,710
Subtotal:	<u>158,678</u>	<u>166,354</u>	<u>178,480</u>	<u>178,480</u>	<u>197,480</u>	<u>195,400</u>
COMMODITIES						
Office Supplies	429	936	1,000	1,000	1,000	1,000
Computer Supplies	444	1,994	700	700	700	700
Operating Supplies	19,990	120,501	81,250	79,400	86,250	86,250
Books and Periodicals	159	367	300	300	300	300
Repair and Maint. Supplies	389	288	400	750	1,500	1,500
Clothing Supplies	392	162	300	300	300	300
Motor Fuels and Lubricants	931	1,107	2,000	2,000	2,000	2,000
Equipment Parts	-	-	-	-	-	-
Subtotal:	<u>22,734</u>	<u>125,355</u>	<u>85,950</u>	<u>84,450</u>	<u>92,050</u>	<u>92,050</u>
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	218,520	251,234	308,780	308,780	327,460	327,460
Travel	44	12	130	130	130	130
Professional Dues/Meetings	-	-	-	201	-	-
Training	2,533	4,701	1,000	1,000	1,000	1,000
Advertising, Printing & Binding	183	4,246	4,000	5,500	5,500	5,500
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	32,380	45,976	45,300	45,300	55,560	55,560
Repairs & Maint. -Office Equipment	12,720	24,186	28,680	28,479	25,160	25,160
Repairs & Maint. -Other Equipment	3,000	3,000	4,000	4,000	4,000	4,000
Rent	-	-	-	-	-	-
Utilities	4,286	5,144	7,500	7,500	5,500	5,500
Equipment Leases	95,800	118,316	133,400	133,400	120,380	120,380
Other Contractual Services	30,519	29,789	40,500	40,315	44,400	44,400
Subtotal:	<u>399,985</u>	<u>486,604</u>	<u>573,290</u>	<u>574,605</u>	<u>589,090</u>	<u>589,090</u>
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	20,958	10,190	10,190	26,400	26,400
Buildings & Structures	2,618	-	-	-	-	-
Office Furniture	1,612	-	-	-	-	-
Office Equipment	13,797	37,591	45,970	45,970	5,000	5,000
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	<u>18,027</u>	<u>58,549</u>	<u>56,160</u>	<u>56,160</u>	<u>31,400</u>	<u>31,400</u>
GRAND TOTAL:	<u><u>599,424</u></u>	<u><u>836,862</u></u>	<u><u>893,880</u></u>	<u><u>893,695</u></u>	<u><u>910,020</u></u>	<u><u>907,940</u></u>
FUNDING SOURCE:						
General Fund Revenues						
Replacement photo ID cards						<u><u>1,000</u></u>

This page intentionally left blank.

**Dept: General Services
Departmental Summary**

	2001/02 Actual	2002/03 Actual	2003/04 Approved	2003/04 Revised	2004/05 Recommended	2004/05 Approved
PERSONNEL SERVICES						
Permanent Salaries	357,134	363,371	343,210	343,210	356,540	356,540
Overtime Wages	1,645	497	2,990	2,990	2,990	2,990
Temporary Salaries	10,338	14,577	12,690	12,690	16,690	16,690
Benefits	147,079	147,736	154,580	154,580	192,500	186,390
Subtotal:	<u>516,196</u>	<u>526,181</u>	<u>513,470</u>	<u>513,470</u>	<u>568,720</u>	<u>562,610</u>
COMMODITIES						
Office Supplies	3,469	9,835	3,300	3,300	4,000	4,000
Computer Supplies	749	2,301	1,060	1,060	1,060	1,060
Operating Supplies	19,990	120,501	81,250	79,400	86,250	86,250
Books and Periodicals	432	1,117	1,100	1,100	1,100	1,100
Repair and Maint. Supplies	389	288	400	750	1,500	1,500
Clothing Supplies	392	162	300	300	300	300
Motor Fuels and Lubricants	931	1,107	2,000	2,000	2,000	2,000
Equipment Parts	-	-	-	-	-	-
Subtotal:	<u>26,352</u>	<u>135,311</u>	<u>89,410</u>	<u>87,910</u>	<u>96,210</u>	<u>96,210</u>
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	218,574	251,234	308,860	308,860	327,540	327,540
Travel	1,351	72	250	250	250	250
Professional Dues/Meetings	290	521	1,070	1,271	1,040	1,040
Training	5,030	17,346	8,000	7,725	8,500	8,500
Advertising, Printing & Binding	242	4,555	4,500	5,750	5,750	5,750
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	32,380	45,976	45,300	45,300	55,560	55,560
Repairs & Maint. -Office Equipment	12,720	24,186	28,680	28,479	25,160	25,160
Repairs & Maint. -Other Equipment	3,000	3,000	4,000	4,000	4,000	4,000
Rent	-	-	-	-	-	-
Utilities	4,286	5,144	7,500	7,500	5,500	5,500
Equipment Leases	95,800	118,316	133,400	133,400	120,380	120,380
Other Contractual Services	30,829	29,799	40,500	41,025	44,700	44,700
Subtotal:	<u>404,502</u>	<u>500,149</u>	<u>582,060</u>	<u>583,560</u>	<u>598,380</u>	<u>598,380</u>
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	-	23,606	10,190	10,190	26,400	26,400
Buildings & Structures	2,618	-	-	-	-	-
Office Furniture	1,612	-	-	-	-	-
Office Equipment	13,797	37,591	45,970	45,970	5,000	5,000
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	<u>18,027</u>	<u>61,197</u>	<u>56,160</u>	<u>56,160</u>	<u>31,400</u>	<u>31,400</u>
GRAND TOTAL:	<u><u>965,077</u></u>	<u><u>1,222,838</u></u>	<u><u>1,241,100</u></u>	<u><u>1,241,100</u></u>	<u><u>1,294,710</u></u>	<u><u>1,288,600</u></u>
FUNDING SOURCE:						
General Fund Revenues						
Replacement photo ID cards					<u><u>1,000</u></u>	