

FY 2002–2003 Budget
Fairbanks North Star Borough

PROGRAM BUDGET SUMMARY

GENERAL SERVICES SUMMARY

Mission/Program Description

The General Services Department provides efficient and cost-effective non-mission specific support for all Borough departments.

Major Long-Term Issues and Concerns

- Continued escalation in the cost of phone services and a potential increase in postage rates.
- The department has a small staff. This presents a problem when staff is unavailable. Technical training is needed and temporary salaries increased to adequately provide support.

Objectives for FY 2003

- Hire a new General Services Director since current director plans to retire.
- Facilitate a borough-wide copier maintenance program.
- Network the Photo I.D. System; interface the medical agencies and the Borough disabled program.
- Work to accommodate increasing demands on the Borough-wide phone system.
- Continued management of the Borough Administrative Center, the primary administrative facility.
- Facilitating janitorial and security guard services in the Borough Administrative Center.

Significant Budget Changes

- The FY 2003 budget reflects a net increase in personnel costs due to cost of living adjustments, normal union and management longevity.
- The FY 2003 budget reflects a net increase in temporary salaries to successfully maintain operations when staff is unavailable.
- The FY 2003 budget reflects a net increase in training to provide the technical training for staff to cross train in other positions in the division.

Previous Year's Accomplishments

See accomplishments at the division level.

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**Dept: General Services
Departmental Summary**

	1999/00 Actual	2000/01 Actual	2001/02 Approved	2001/02 Revised	2002/03 Recommended	2002/03 Approved
PERSONNEL SERVICES						
Permanent Salaries	299,922	348,115	364,500	364,500	374,380	374,380
Overtime Wages	2,396	2,997	2,990	2,990	2,990	2,990
Temporary Salaries	27,232	4,663	7,560	7,560	12,690	12,690
Benefits	117,570	119,541	153,980	153,980	153,270	153,270
Subtotal:	<u>447,120</u>	<u>475,316</u>	<u>529,030</u>	<u>529,030</u>	<u>543,330</u>	<u>543,330</u>
COMMODITIES						
Office Supplies	4,450	4,360	2,800	3,740	2,800	2,800
Computer Supplies	-	226	240	300	2,280	2,280
Operating Supplies	64,066	49,007	109,130	105,248	111,250	111,250
Books and Periodicals	623	575	850	710	1,100	1,100
Repair and Maint. Supplies	217	398	400	400	400	400
Clothing Supplies	168	298	300	392	300	300
Motor Fuels and Lubricants	678	1,075	3,500	3,500	3,500	3,500
Equipment Parts	61	-	-	-	-	-
Subtotal:	<u>70,263</u>	<u>55,939</u>	<u>117,220</u>	<u>114,290</u>	<u>121,630</u>	<u>121,630</u>
CONTRACTUAL SERVICES						
Professional Services	156	-	-	-	-	-
Communications	278,481	231,232	283,990	284,070	314,060	314,060
Travel	2,525	1,878	2,600	839	2,600	2,600
Professional Dues/Meetings	509	491	370	370	370	370
Training	3,746	4,570	1,400	4,069	4,100	4,100
Advertising, Printing & Binding	571	126	500	170	500	500
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	31,355	31,908	36,100	36,100	36,100	36,100
Repairs & Maint. -Office Equipment	10,234	11,230	14,320	12,964	31,570	31,570
Repairs & Maint. -Other Equipment	1,094	1,010	3,000	3,000	3,000	3,000
Rent	-	-	-	-	-	-
Utilities	4,935	4,114	6,000	6,000	6,000	6,000
Equipment Leases	94,474	87,463	109,450	109,450	119,460	119,460
Other Contractual Services	23,044	32,190	32,110	32,420	38,890	38,890
Subtotal:	<u>451,124</u>	<u>406,212</u>	<u>489,840</u>	<u>489,452</u>	<u>556,650</u>	<u>556,650</u>
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Buildings & Structures	-	-	-	2,650	-	-
Road Construction	-	-	-	-	-	-
Office Furniture	10,393	5,173	1,000	-	9,460	9,460
Office Equipment	18,122	10,974	13,600	15,268	37,430	37,430
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	<u>28,515</u>	<u>16,147</u>	<u>14,600</u>	<u>17,918</u>	<u>46,890</u>	<u>46,890</u>
GRAND TOTAL:	<u><u>997,022</u></u>	<u><u>953,614</u></u>	<u><u>1,150,690</u></u>	<u><u>1,150,690</u></u>	<u><u>1,268,500</u></u>	<u><u>1,268,500</u></u>

FUNDING SOURCE:
General Fund Revenues

PROGRAM BUDGET SUMMARY

GENERAL SERVICES – ADMINISTRATIVE DIVISION

Mission/Program Description

The mission of the Administration Division is to provide basic operational support to all Borough departments. The Division plans, organizes, administers, and supports all activities and staff involved in the management of purchasing, reproduction center, switch-board/receptionist, Borough Administrative Center (BAC), Marika Road Annex, and warehousing services. The Division manages special projects as they arise. In addition, the Division troubleshoots, counsels, mediates, and solves contract administration problems as required.

Major Long-Term Issues and Concerns

- Recommend and implement a major update of Title 16.
- Assist with implementing GASB 34 and the fixed asset requirements.
- Maintain efficiency in all interactions with the departments that General Services supports.

Objectives for FY 2003

- Hire Director for the General Services Department.
- Hire, supervise, evaluate, improve, motivate, and discipline department personnel.
- Provide prompt and courteous information to the public regarding all "public information" aspects of the General Services Department.
- Monitor departmental contracts for compliance with the terms, conditions, price, and scope of services.
- Develop, monitor, and coordinate the department fiscal budget.
- Provide administrative support to entire department.
- Ensure compliance with applicable state and federal laws.
- Ensure compliance with Borough ordinance and policies.
- Protect the integrity of the procurement process.

Significant Budget Changes

- The FY 2003 budget reflects a net increase in personnel costs due to cost of living adjustments, normal union and management longevity.
- The FY 2003 budget reflects a net increase in training necessary for new personnel to acquire the skills necessary to ensure compliance with Borough procurement.

Previous Year's Accomplishments

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

Dept: General Services
Div: Administration

	1999/00 Actual	2000/01 Actual	2001/02 Approved	2001/02 Revised	2002/03 Recommended	2002/03 Approved
PERSONNEL SERVICES						
Permanent Salaries	115,544	124,188	132,970	132,970	141,320	141,320
Overtime Wages	343	-	-	-	-	-
Temporary Salaries	679	-	-	-	-	-
Benefits	40,880	31,148	55,450	55,450	56,950	56,950
Subtotal:	157,446	155,336	188,420	188,420	198,270	198,270
COMMODITIES						
Office Supplies	783	502	1,000	1,940	1,000	1,000
Computer Supplies	-	60	60	120	60	60
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	360	117	350	350	350	350
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	1,143	679	1,410	2,410	1,410	1,410
CONTRACTUAL SERVICES						
Professional Services	156	-	-	-	-	-
Communications	13	-	-	-	-	-
Travel	1,225	1,772	2,350	509	2,350	2,350
Professional Dues/Meetings	28	11	80	80	80	80
Training	2,485	199	-	279	1,500	1,500
Advertising, Printing & Binding	-	-	-	-	-	-
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	128	320	-	320	320
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	26	-	-	-	-	-
Subtotal:	3,933	2,110	2,750	868	4,250	4,250
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Buildings & Structures	-	-	-	-	-	-
Road Construction	-	-	-	-	-	-
Office Furniture	-	-	1,000	-	1,000	1,000
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	-	1,000	-	1,000	1,000
GRAND TOTAL:	162,522	158,125	193,580	191,698	204,930	204,930
FUNDING SOURCE:						
General Fund Revenues						

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PROGRAM BUDGET SUMMARY

GENERAL SERVICES – PURCHASING DIVISION

Mission/Program Description

The mission of the Purchasing Division is to administer the competitive process in compliance with Borough Purchasing Policy and Title 16 of the Borough Code of Ordinances.

The Division organizes, coordinates, and administers the Borough's procurement and surplus property disposal functions in an efficient and cost-effective manner. The bid and proposal process is conducted in compliance with Title 16 to assure fair and equitable treatment of all parties involved in the public purchasing process, and to maximize the value of public funds.

Major Long-Term Issues and Concerns

The Borough would benefit from a purchasing card program that would give employees an efficient method of purchasing supplies and promote equitable business in the community. This program would take a considerable amount of time to implement but would be manageable without an additional FTE.

The Division's intent is to implement a structure to provide daily on-line computerized Purchase Requisitions throughout the Borough (electronic requisitions). Implement an informational web page on the Borough's web site regarding upcoming IFB and RFP opening dates and deadlines. An additional FTE is necessary to execute and maintain a web page and effectively manage Borough procurement.

Objectives For FY 2003

- Control vendor coding accuracy and maintain vendor file.
- Process all purchase requisitions/purchase orders, travel authorizations, and check requests in a timely manner.
- Ensure accurate encumbrance of all encumbrance documents within one day of receipt.
- Conduct all competitive processes professionally and with integrity.
- Maintain complete and accurate procurement records.
- Provide procurement training for other departments.
- Effectively purge inactive vendor files from the financial system.

Significant Budget Changes

- The FY 2003 budget reflects a net increase in personnel costs due to cost of living adjustments, normal union and management longevity.

Previous Year's Accomplishments

- Structured the purchasing electronic system to track bids that are accessible to the department. Updated boiler plates and made them available to the Borough.

**Dept: General Services
Div: Purchasing**

	1999/00 Actual	2000/01 Actual	2001/02 Approved	2001/02 Revised	2002/03 Recommended	2002/03 Approved
PERSONNEL SERVICES						
Permanent Salaries	82,599	114,300	118,630	118,630	123,560	123,560
Overtime Wages	724	2,006	1,500	1,500	1,500	1,500
Temporary Salaries	20,043	779	3,190	3,190	3,190	3,190
Benefits	33,789	47,008	50,400	50,400	50,690	50,690
Subtotal:	137,155	164,093	173,720	173,720	178,940	178,940
COMMODITIES						
Office Supplies	2,167	1,255	1,300	1,300	1,300	1,300
Computer Supplies	-	86	100	100	300	300
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	198	200	200	60	450	450
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	2,365	1,541	1,600	1,460	2,050	2,050
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	-	-	-	80	80	80
Travel	1,167	92	-	80	-	-
Professional Dues/Meetings	481	480	290	290	290	290
Training	-	2,279	1,400	1,595	1,600	1,600
Advertising, Printing & Binding	325	126	500	60	500	500
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	-	-	310	-	-
Subtotal:	1,973	2,977	2,190	2,415	2,470	2,470
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Buildings & Structures	-	-	-	-	-	-
Road Construction	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	-	-	-	-	-
GRAND TOTAL:	141,493	168,611	177,510	177,595	183,460	183,460
FUNDING SOURCE:						
General Fund Revenues						

FY 2002–2003 Budget
Fairbanks North Star Borough

PROGRAM BUDGET SUMMARY

GENERAL SERVICES – SUPPORT SERVICES DIVISION

Mission/Program Description

The mission of the Support Services Division is to oversee and provide support to the Borough Administrative Center and provide support to the Borough's outlying facilities.

The Division provides prompt services to the Borough government through coordination of the central reproduction, mail/courier/warehousing, Photo I.D. and switch-board/receptionist services. The Division also manages the warehouse facility/annex that houses the Elections Division, Records Management Division, supplies emergency management supplies, and surplus property.

Major Long-Term Issues and Concerns

The regulatory commission has increased the tax on each phone line by \$6.00 a month and the maintenance fees continue to escalate. It would benefit the Borough to switch to a PBX system from the computerized Centrex system which is controlled by the phone company. The initial cost of the system would be a Capital cost yet the monthly maintenance would be minimal.

The Postal Services is planning on implementing a major increase in July which can impact the way the borough performs business.

The Support Services Division is diversified. If a staff member is not available, it is hard to cover and perform the duties as staff are not located in the same office and therefore, technical training is required. Temporary salaries and training needs to be increased to adequately provide support.

The Support Services Department will now undertake the tracking and maintenance of the copiers Borough wide. The division currently staffed may not be able to properly oversee this new program.

Objectives For FY 2003

- Maintain full and accurate postage and reproduction center records.
- Dispose of surplus property.
- Provide consolidated printing/duplication services to all Borough departments.
- Provide professional and friendly first point-of-contact with the public at the switchboard/receptionist station and support to all Borough departments.
- Maintain mail/courier/warehouse services to all Borough departments.
- Provide cost saving in-house digital copying and printing.
- Implement borough wide copier maintenance program
- Successfully provide quality service to the public and borough employees in administering photo I.D.s

Significant Budget Changes

- The FY 2003 budget reflects a net decrease due to change in personnel.
- The FY 2003 budget reflects a net increase in contractual services for guard services.
- The FY 2003 budget reflects a net increase in temporary salaries to successfully maintain operations when staff is unavailable.
- The FY 2003 budget reflects a net increase in training to provide the technical training for staff to cross train in other positions in the division.

Previous Year's Accomplishments

- Acquired the photo I.D. operational system from the Human Resources Department. Successfully upgraded the outdated system and also networked with the Van Tran Department.
- Upgraded docutech software and scanner.

Dept: General Services
Div: Support Services

	1999/00 Actual	2000/01 Actual	2001/02 Approved	2001/02 Revised	2002/03 Recommended	2002/03 Approved
PERSONNEL SERVICES						
Permanent Salaries	101,779	109,627	112,900	112,900	109,500	109,500
Overtime Wages	1,329	991	1,490	1,490	1,490	1,490
Temporary Salaries	6,510	3,884	4,370	4,370	9,500	9,500
Benefits	42,901	41,385	48,130	48,130	45,630	45,630
Subtotal:	152,519	155,887	166,890	166,890	166,120	166,120
COMMODITIES						
Office Supplies	1,500	2,603	500	500	500	500
Computer Supplies	-	80	80	80	1,920	1,920
Operating Supplies	64,066	49,007	109,130	105,248	111,250	111,250
Books and Periodicals	65	258	300	300	300	300
Repair and Maint. Supplies	217	398	400	400	400	400
Clothing Supplies	168	298	300	392	300	300
Motor Fuels and Lubricants	678	1,075	3,500	3,500	3,500	3,500
Equipment Parts	61	-	-	-	-	-
Subtotal:	66,755	53,719	114,210	110,420	118,170	118,170
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	278,468	231,232	283,990	283,990	313,980	313,980
Travel	133	14	250	250	250	250
Professional Dues/Meetings	-	-	-	-	-	-
Training	1,261	2,092	-	2,195	1,000	1,000
Advertising, Printing & Binding	246	-	-	110	-	-
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	31,355	31,908	36,100	36,100	36,100	36,100
Repairs & Maint. -Office Equipment	10,234	11,102	14,000	12,964	31,250	31,250
Repairs & Maint. -Other Equipment	1,094	1,010	3,000	3,000	3,000	3,000
Rent	-	-	-	-	-	-
Utilities	4,935	4,114	6,000	6,000	6,000	6,000
Equipment Leases	94,474	87,463	109,450	109,450	119,460	119,460
Other Contractual Services	23,018	32,190	32,110	32,110	38,890	38,890
Subtotal:	445,218	401,125	484,900	486,169	549,930	549,930
Grants Local Match & Indirect Costs	-	-	-	-	-	-
CAPITAL OUTLAY						
Buildings & Structures	-	-	-	2,650	-	-
Road Construction	-	-	-	-	-	-
Office Furniture	10,393	5,173	-	-	8,460	8,460
Office Equipment	18,122	10,974	13,600	15,268	37,430	37,430
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	28,515	16,147	13,600	17,918	45,890	45,890
GRAND TOTAL:	693,007	626,878	779,600	781,397	880,110	880,110
FUNDING SOURCE:						
General Fund Revenues						