

FY 2003–2004 Budget  
Fairbanks North Star Borough

**PROGRAM BUDGET SUMMARY**

DEPARTMENT OF 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**

- Given the department's small staff, it is a challenge to maintain the level of services, when any one employee is out of the office. Technical cross training is needed and temporary salaries increased to adequately provide backup support.
- The borough's telephone system is outdated and maintenance is costly. To properly address this issue, a professional consultant should be hired to assist the Borough in identifying options with a focus on the newest technologies. The Borough should begin placing funds in the capital projects budget for this purpose.

**Objectives for FY 2004**

- See objectives at the division level.

**Significant Budget Changes**

- The FY 2004 budget reflects a net decrease in permanent salaries, as the General Services Director is funded half time in Computer Services.

**Previous Year's Accomplishments**

- See accomplishments at the division level.

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**Dept: General Services  
Departmental Summary**

	2000/01 Actual	2001/02 Actual	2002/03 Approved	2002/03 Revised	2003/04 Recommended	2003/04 Approved
<b>PERSONNEL SERVICES</b>						
Permanent Salaries	348,115	357,134	374,380	374,380	304,720	343,210
Overtime Wages	2,997	1,645	2,990	2,990	2,990	2,990
Temporary Salaries	4,663	10,338	12,690	12,690	12,690	12,690
Benefits	119,541	147,079	153,270	153,270	137,530	154,580
Subtotal:	475,316	516,196	543,330	543,330	457,930	513,470
<b>COMMODITIES</b>						
Office Supplies	4,360	3,469	2,800	4,343	3,300	3,300
Computer Supplies	226	749	2,280	1,660	1,060	1,060
Operating Supplies	49,007	19,990	111,250	105,020	81,250	81,250
Books and Periodicals	575	432	1,100	810	1,100	1,100
Repair and Maint. Supplies	398	389	400	400	400	400
Clothing Supplies	298	392	300	300	300	300
Motor Fuels and Lubricants	1,075	931	3,500	3,500	2,000	2,000
Equipment Parts	-	-	-	-	-	-
Subtotal:	55,939	26,352	121,630	116,033	89,410	89,410
<b>CONTRACTUAL SERVICES</b>						
Professional Services	-	-	-	-	-	-
Communications	231,232	218,574	314,060	309,061	308,860	308,860
Travel	1,878	1,351	2,600	250	250	250
Professional Dues/Meetings	491	290	370	440	1,070	1,070
Training	4,570	5,030	4,100	12,949	8,000	8,000
Advertising, Printing & Binding	126	242	500	4,499	4,500	4,500
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	31,908	32,380	36,100	40,900	45,300	45,300
Repairs & Maint. -Office Equipment	11,230	12,720	31,570	29,614	28,680	28,680
Repairs & Maint. -Other Equipment	1,010	3,000	3,000	3,000	4,000	4,000
Rent	-	-	-	-	-	-
Utilities	4,114	4,286	6,000	6,000	7,500	7,500
Equipment Leases	87,463	95,800	119,460	119,460	133,400	133,400
Other Contractual Services	32,190	30,829	38,890	34,100	40,500	40,500
Subtotal:	406,212	404,502	556,650	560,273	582,060	582,060
Grants Local Match & Indirect Costs	-	-	-	-	-	-
<b>CAPITAL OUTLAY</b>						
Controlled Assets	-	-	-	4,444	10,190	10,190
Buildings & Structures	-	2,618	-	-	-	-
Office Furniture	5,173	1,612	9,460	6,829	-	-
Office Equipment	10,974	13,797	37,430	37,591	45,970	45,970
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	16,147	18,027	46,890	48,864	56,160	56,160
<b>GRAND TOTAL:</b>	<b>953,614</b>	<b>965,077</b>	<b>1,268,500</b>	<b>1,268,500</b>	<b>1,185,560</b>	<b>1,241,100</b>

**FUNDING SOURCE:**  
 General Fund Revenues  
 Replacement photo ID cards

1,000

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FY 2003–2004 Budget  
Fairbanks North Star Borough

**PROGRAM BUDGET SUMMARY**

DEPARTMENT OF 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**

- Maintain efficiency and effectiveness in all interactions with the departments that General Services supports.
- Look for opportunities to utilize existing software to reduce paperwork, processing time and cost and to increase tracking and accuracy.

**Objectives for FY 2004**

- Hire, supervise, evaluate, improve, motivate, and discipline department personnel.
- Provide prompt and courteous service to the public in regards to all relevant aspects of the General Services Department.
- Monitor departmental contracts for compliance with the terms, conditions, scope of services and price
- Develop, monitor, and coordinate the department fiscal budget.
- Provide management direction to entire department.
- Ensure compliance with applicable state and federal laws.
- Ensure compliance with Borough ordinance and policies.

**Significant Budget Changes**

- The FY 2004 budget reflects a reduction due to a realignment of ½ of the director's salary to the Computer Services department.

**Previous Year's Accomplishments**

- Successfully hired a director for the General Services Department.
- Continually upgrade and maintain the program description as listed above

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Dept: General Services  
Div: Administration

	2000/01 Actual	2001/02 Actual	2002/03 Approved	2002/03 Revised	2003/04 Recommended	2003/04 Approved
<b>PERSONNEL SERVICES</b>						
Permanent Salaries	124,188	133,867	141,320	141,320	97,160	97,160
Overtime Wages	-	-	-	-	-	-
Temporary Salaries	-	-	-	-	-	-
Benefits	31,148	56,743	56,950	56,950	43,040	43,040
Subtotal:	155,336	190,610	198,270	198,270	140,200	140,200
<b>COMMODITIES</b>						
Office Supplies	502	1,795	1,000	2,543	1,000	1,000
Computer Supplies	60	255	60	60	60	60
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	117	214	350	60	350	350
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	679	2,264	1,410	2,663	1,410	1,410
<b>CONTRACTUAL SERVICES</b>						
Professional Services	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Travel	1,772	1,185	2,350	-	-	-
Professional Dues/Meetings	11	-	80	80	80	80
Training	199	914	1,500	10,349	4,900	4,900
Advertising, Printing & Binding	-	-	-	79	80	80
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	128	-	320	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Subtotal:	2,110	2,099	4,250	10,508	5,060	5,060
Grants Local Match & Indirect Costs	-	-	-	-	-	-
<b>CAPITAL OUTLAY</b>						
Controlled Assets	-	-	-	2,649	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	1,000	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	-	1,000	2,649	-	-
<b>GRAND TOTAL:</b>	<b>158,125</b>	<b>194,973</b>	<b>204,930</b>	<b>214,090</b>	<b>146,670</b>	<b>146,670</b>

FUNDING SOURCE:  
General Fund Revenues

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FY 2003–2004 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 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 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. GS Administration is forming a committee to look at possible implementation options. 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 be impacted. It will be easier to commit the needed resources to this implementation after the Borough's long term commitment, if any, to Bi-Tech IFAS software, is identified.

**Objectives For FY 2004**

- Establish a website which advertises Borough procurements and encourages participation by vendors.
- Process all purchase requisitions/purchase orders, travel authorizations, and check requests in a timely manner.
- Continue to educate departments on use of bid and proposal templates in order to reduce time needed for Purchasing Division review and revision prior to issuance.
- Manage all formal competitive processes and oversee small dollar procurements in accordance with Title 16.
- Maintain complete, accurate and organized procurement files.
- Continue to update Procurement Handbook that was originally issued to departments in Oct 2002.
- Effectively purge inactive vendor files from the financial system.

**Significant Budget Changes**

- The FY 2004 budget reflects a net increase in personnel costs due to cost of living adjustments, normal union and management longevity.

**Previous Year's Accomplishments**

- Updated procurement training and handbook provided for all Borough employees.
- Issued updated templates for RFQ's, IFB's and RFP's for department use.
- Award of Hutchinson Career Center Renovation project.
- Established an intranet website to provide procurement resources to borough employees.
- Updated Title 16 adopted by the borough assembly and implemented by borough departments.

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

	1999/00 Actual	2000/01 Actual	2001/02 Actual	2002/03 Budget	2003/04 Budget
<b>Processed Timely and Accurate Purchasing Records</b>					
Purchase Orders	2,692	2,552	2,563	2,664	2,771
Travel Authorizations	216	211	204	208	205
Change Notices to purchase orders	661	681	710	666	690
Update vendor data	472	444	430	460	454
New vendor setup	697	686	654	661	692
Recodes, liquidates, rollovers	315	297	325	292	300
W-9 information requests	No	No	No	498	500
Manual corrections to purchase orders	50+	50+	50+	50+	126
<b>Formal Procurement Process</b>					
Invitations for Bid issued	65	57	65	83	63
Request for Proposal issued	13	9	7	11	13
Cash Receipts for IFB/RFP received	299	399	458	464	461
Cash deposits processed	35	43	37	54	42
<b>Invoiced Purchases</b>					
Payments made	59	60	98	92	96
Journal entries processed	354	357	354	381	362

Dept: General Services  
Div: Purchasing

	2000/01	2001/02	2002/03	2002/03	2003/04	2003/04
	Actual	Actual	Approved	Revised	Recommended	Approved
<b>PERSONNEL SERVICES</b>						
Permanent Salaries	114,300	117,215	123,560	123,560	131,070	131,070
Overtime Wages	2,006	425	1,500	1,500	1,500	1,500
Temporary Salaries	779	5,687	3,190	3,190	3,190	3,190
Benefits	47,008	43,581	50,690	50,690	59,030	59,030
Subtotal:	164,093	166,908	178,940	178,940	194,790	194,790
<b>COMMODITIES</b>						
Office Supplies	1,255	1,245	1,300	1,300	1,300	1,300
Computer Supplies	86	50	300	300	300	300
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	200	59	450	450	450	450
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	1,541	1,354	2,050	2,050	2,050	2,050
<b>CONTRACTUAL SERVICES</b>						
Professional Services	-	-	-	-	-	-
Communications	-	54	80	80	80	80
Travel	92	122	-	125	120	120
Professional Dues/Meetings	480	290	290	360	990	990
Training	2,279	1,583	1,600	2,100	2,100	2,100
Advertising, Printing & Binding	126	59	500	420	420	420
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	310	-	10	-	-
Subtotal:	2,977	2,418	2,470	3,095	3,710	3,710
Grants Local Match & Indirect Costs	-	-	-	-	-	-
<b>CAPITAL OUTLAY</b>						
Controlled Assets	-	-	-	-	-	-
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	-	-	-	-	-	-
<b>GRAND TOTAL:</b>	<b>168,611</b>	<b>170,680</b>	<b>183,460</b>	<b>184,085</b>	<b>200,550</b>	<b>200,550</b>
<b>FUNDING SOURCE:</b>						
General Fund Revenues						

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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 oversee and provide support to the Borough Administrative Center and to the Borough's outlying facilities. The Division provides prompt services to the Borough government through coordination of the central reproduction and mail/courier/warehousing, Photo ID 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 borough's telephone system is outdated and maintenance is costly. To properly address this issue, a professional consultant should be hired to assist the Borough in identifying options with a focus on the newest technologies. The Borough should begin placing funds in the capital projects budget for upgrade purposes.
- Given that this division's staff includes only three employees, it is a challenge to maintain the expected level of service, when any one employee is out of the office or when unusually complex tasks are identified. Technical cross training is needed and temporary salaries increased to adequately provide backup support.
- The Support Services Division is responsible for coordinating the removal of snow from the sidewalks and handicap access areas at the Borough Administration Center, the Noel Wien Library and Transit Park. Currently, temporary laborers are hired to perform this work. However, use of this workforce has proven to be unreliable. To meet legal requirements and reduce the borough's risk exposure, Support Services intends to replace temporary laborers with contractors to insure services are performed in a timelier manner.

**Objectives For FY 2004**

- Dispose of surplus property in accordance with Title 16 and GASB 34.
- Provide consolidated printing/duplication services to all Borough departments.
- Provide in-house duplication of CD's for use in distributing drawings for large-scale construction procurements.
- Implement new software key system and address related security issues.
- Identify new opportunities to reduce costs to Borough on long distance charges and cell phone charges and implement a policy on usage.

**Significant Budget Changes**

- The FY 2004 budget reflects a net increase in salaries due to the cost of living adjustments and the normal union longevity.
- The FY 2004 budget reflects a net increase in Contractual Services to cover the anticipated costs of a newly competed contract for security services. Our current contract pays below area hourly rates.
- The FY 2004 budget reflects a net increase in Building and Grounds to cover the actual costs of the Janitorial contract. These additional funds are required to cover current contractual obligations.
- The FY 2004 budget reflects a net decrease in Operating Supplies to reflect the true expenditure. This account fluctuates from year to year.

**Previous Year's Accomplishments**

- Successfully implemented the borough wide copier plan. The Support Services Division oversees all purchasing, tracking and maintenance of copiers.
- Upgraded the Borough's postal system providing faster processing for regular mail and on-line processing of certified mail.
- Set up new base line fire alarms to coordinate with dispatch at the new police facility.

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

	<b>1999/00 Actual</b>	<b>2000/01 Actual</b>	<b>2001/02 Actual</b>	<b>2002/03 Budget</b>	<b>2003/04 Budget</b>
<b>Borough Admin. Center Facility Support</b>					
Facility workorders processed	217	262	237	220	226
Contract Admin-Bldg Services: Requests for Action	173	144	149	186	162
Motor Vehicles dispatched to the field	98	102	122	121	134
Telephone/Lan lines maintained	507	586	605	624	631
Telephone workorders processed	239	233	245	186	220
<b>Mail/Repro/ID Services</b>					
Reprographic copies	2,105,768	2,307,984	2,069,290	2,322,763	2,323,760
Photo ID Cards Issued	N/A	650	653	642	698
Volume of incoming postage (by foot)	5,900	6,250	5,500	6,450	6,700
Volume of outgoing postage (by piece)	112,890	113,562	146,671	147,000	148,900
<b>Invoiced Purchases</b>					
Payments Made	366	394	467	612	620
Journal Entries	321	315	453	482	485
 Borough surplus sale revenue generated	 \$1,974	 \$1,327	 \$3,694	 \$3,940	 \$4,220

**Dept: General Services**  
**Div: Support Services**

	2000/01 Actual	2001/02 Actual	2002/03 Approved	2002/03 Revised	2003/04 Recommended	2003/04 Approved
<b>PERSONNEL SERVICES</b>						
Permanent Salaries	109,627	106,052	109,500	109,500	76,490	114,980
Overtime Wages	991	1,220	1,490	1,490	1,490	1,490
Temporary Salaries	3,884	4,651	9,500	9,500	9,500	9,500
Benefits	41,385	46,755	45,630	45,630	35,460	52,510
Subtotal:	155,887	158,678	166,120	166,120	122,940	178,480
<b>COMMODITIES</b>						
Office Supplies	2,603	429	500	500	1,000	1,000
Computer Supplies	80	444	1,920	1,300	700	700
Operating Supplies	49,007	19,990	111,250	105,020	81,250	81,250
Books and Periodicals	258	159	300	300	300	300
Repair and Maint. Supplies	398	389	400	400	400	400
Clothing Supplies	298	392	300	300	300	300
Motor Fuels and Lubricants	1,075	931	3,500	3,500	2,000	2,000
Equipment Parts	-	-	-	-	-	-
Subtotal:	53,719	22,734	118,170	111,320	85,950	85,950
<b>CONTRACTUAL SERVICES</b>						
Professional Services	-	-	-	-	-	-
Communications	231,232	218,520	313,980	308,981	308,780	308,780
Travel	14	44	250	125	130	130
Professional Dues/Meetings	-	-	-	-	-	-
Training	2,092	2,533	1,000	500	1,000	1,000
Advertising, Printing & Binding	-	183	-	4,000	4,000	4,000
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	31,908	32,380	36,100	40,900	45,300	45,300
Repairs & Maint. -Office Equipment	11,102	12,720	31,250	29,614	28,680	28,680
Repairs & Maint. -Other Equipment	1,010	3,000	3,000	3,000	4,000	4,000
Rent	-	-	-	-	-	-
Utilities	4,114	4,286	6,000	6,000	7,500	7,500
Equipment Leases	87,463	95,800	119,460	119,460	133,400	133,400
Other Contractual Services	32,190	30,519	38,890	34,090	40,500	40,500
Subtotal:	401,125	399,985	549,930	546,670	573,290	573,290
Grants Local Match & Indirect Costs	-	-	-	-	-	-
<b>CAPITAL OUTLAY</b>						
Controlled Assets	-	-	-	1,795	10,190	10,190
Buildings & Structures	-	2,618	-	-	-	-
Office Furniture	5,173	1,612	8,460	6,829	-	-
Office Equipment	10,974	13,797	37,430	37,591	45,970	45,970
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	16,147	18,027	45,890	46,215	56,160	56,160
<b>GRAND TOTAL:</b>	<b>626,878</b>	<b>599,424</b>	<b>880,110</b>	<b>870,325</b>	<b>838,340</b>	<b>893,880</b>

**FUNDING SOURCE:**

General Fund Revenues  
Replacement photo ID cards

1,000

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