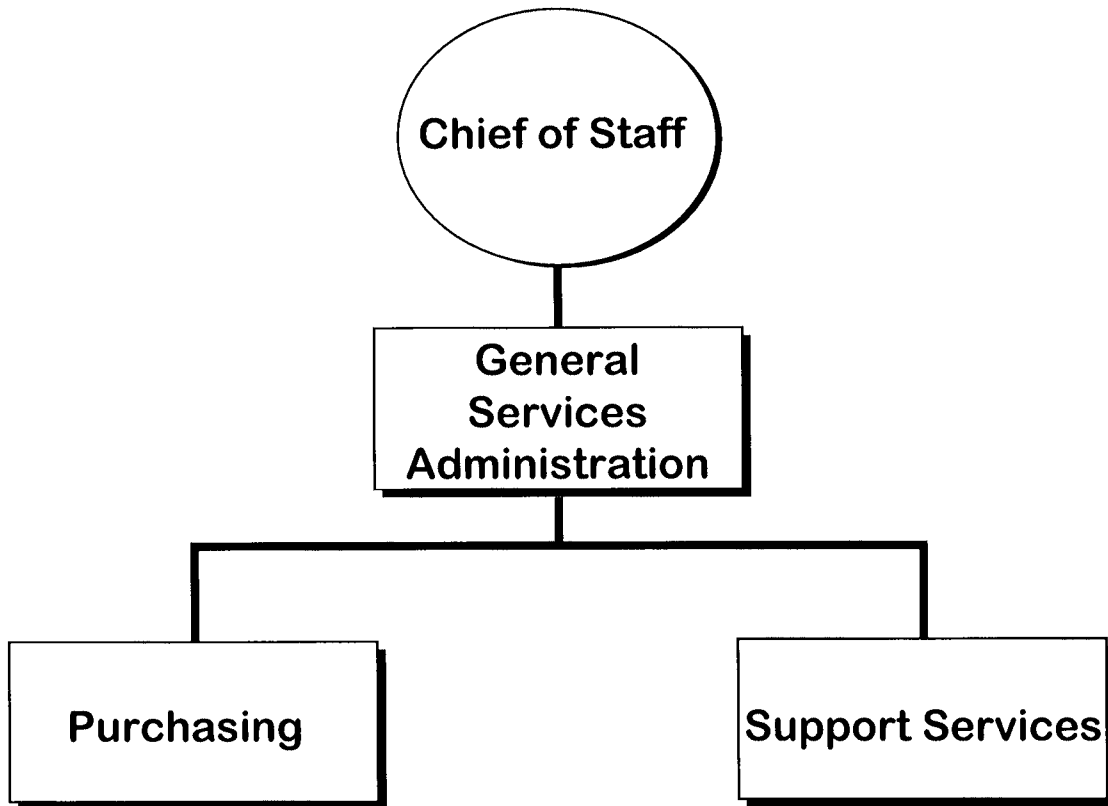


Department of General Services



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 2009

- 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 ordinances and policies and applicable state and federal laws.

Significant Budget Changes

- The FY 2009 budget reflects a net increase in personnel costs due to cost of living adjustments 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)

Dept: General Services
Div: Administration

	2005/06 Actual	2006/07 Actual	2007/08 Approved	2007/08 Revised	2008/09 Recommended	2008/09 Approved
PERSONNEL SERVICES						
Permanent Salaries	104,338	114,323	115,850	115,850	119,460	119,460
Overtime Wages	-	-	-	-	-	-
Temporary Salaries	-	-	-	-	-	-
Benefits	57,989	64,669	73,450	73,450	75,980	75,980
Subtotal:	162,327	178,992	189,300	189,300	195,440	195,440
COMMODITIES						
Office Supplies	225	146	1,000	1,000	1,000	1,000
Computer Supplies	100	-	60	60	60	60
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	381	-	350	350	350	350
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	706	146	1,410	1,410	1,410	1,410
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Professional Dues/Meetings	275	-	-	-	-	-
Training	7,637	8,770	10,400	10,400	9,360	9,360
Advertising, Printing & Binding	37	80	50	50	50	50
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Subtotal:	7,949	8,850	10,450	10,450	9,410	9,410
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:	-	-	-	-	-	-
GRAND TOTAL:	170,982	187,988	201,160	201,160	206,260	206,260
FUNDING SOURCE:						
General Fund Revenues						

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

- Effective promotion, training and growth of Procurement Card program to ensure success as efficiency tool.
- To continue to take advantage of the efficiencies of technology in the purchasing process, to include automated bid receipt, tabulation and award.

Objectives for FY 2009

- Continue the implementation of IFAS 7i to automate the purchase requisition process.
- Fully implement the distribution of construction procurement documents on CD to reduce paper and postage expenses.
- Educate departments on use of bid and proposal templates to reduce time needed to prepare formal solicitations.
- Encourage participation of and award to local bidders in all Borough procurements.
- Continue to increase participation Borough-wide with the Purchasing Card program.
- Continue to utilize the U.S. Communities Cooperative Purchasing Agreements to achieve substantial price discounts and reduce procurement timelines.

Significant Budget Changes

- The FY 2009 budget reflects a net increase in personnel costs due to cost of living adjustments and union longevity.

Previous Year's Accomplishments

- Continued to expand the use of the FNSB website and automated internet services to advertise IFB/RFP opportunities.
- Completed implementation of the Procurement Card Program which will reduce acquisition time for small dollar goods.
- Developed policies and procedures to support the initiation of the borough-wide Procurement Card Program.
- Further enhanced the use of "Bids on Line" internet site by adding registration for vendors to view and download copies of IFBs and RFPs.
- Conducted annual purchasing training for borough administrative staff.

**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>2004/05</u> <u>Actual</u>	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Actual</u>	<u>2007/08</u> <u>Budget</u>	<u>2008/09*</u> <u>Budget</u>
Measure 1. Percent of IFB's awarded to local bidders	85%	86%	83%	86%	86%
Measure 2. Percent of purchase orders processed and sent to vendor within one day	90%	92%	95%	95%	95%
Measure 3. Avg. time (in days) required to review/prepare formal solicitation for publication. IFB's	13	10.5	11.5	12	12
Average Solicitation time for preparing RFP's for publication.	n/a	29	29	30	30
Measure 4. High vs Low price awarded on IFB's percentage of savings to the Borough. cost savings to the Borough contract award cost	n/a	38%	25%	30%	30%

Additional Statistical Accomplishments

Processing of Purchasing Documents

Purchase Orders	2,850	2,878	4,210	5,704	5,710
Travel Authorizations	239	248	291	220	220
Change Notices to purchase orders	748	407	1,074	1,250	1,250
Update vendor data	400	368	300	346	350
New vendor setup	120	345	329	436	400
Recodes, liquidates, rollovers	530	604	667	260	260
W-9 information requests	250	395	496	450	450
Manual corrections to vendor info on purchase orders	250	100	208	200	200
Check Requests	1,210	1,096	1,468	1,360	1,375

Formal Procurement Process

Invitations for Bid issued	62	62	64	70	70
Request for Proposal issued	15	16	14	19	19
Cash Receipts for IFB/RFP received	88	239	230	220	220
Cash deposits processed	26	33	31	30	30

Invoiced Purchases

Payments made	76	46	53	60	50
Journal entries processed	280	299	388	385	350

*Estimated

**Dept: General Services
Div: Purchasing**

	2005/06 Actual	2006/07 Actual	2007/08 Approved	2007/08 Revised	2008/09 Recommended	2008/09 Approved
PERSONNEL SERVICES						
Permanent Salaries	133,192	137,650	152,330	152,330	157,120	157,120
Overtime Wages	1,482	2,154	1,900	1,900	1,900	1,900
Temporary Salaries	2,758	5,928	14,000	14,000	14,000	14,000
Benefits	70,632	86,095	99,030	99,030	102,370	102,370
Subtotal:	208,064	231,827	267,260	267,260	275,390	275,390
COMMODITIES						
Office Supplies	2,954	2,275	2,800	2,800	2,800	2,800
Computer Supplies	215	-	410	410	410	410
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	62	395	450	450	450	450
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	3,231	2,670	3,660	3,660	3,660	3,660
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	-	-	80	80	80	80
Travel	-	-	120	120	110	110
Professional Dues/Meetings	1,180	1,219	1,040	1,040	1,230	1,230
Training	6,351	6,329	5,000	5,000	4,500	4,500
Advertising, Printing & Binding	60	62	500	500	500	500
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	-	-	-	-	-	-
Subtotal:	7,591	7,610	6,740	6,740	6,420	6,420
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:	-	-	-	-	-	-
GRAND TOTAL:	218,886	242,107	277,660	277,660	285,470	285,470
FUNDING SOURCE:						
General Fund Revenues						

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

- Identify plan for the replacement of the existing Herman Miller furniture which has been in widespread use throughout the Borough since the 1980's.
- Chronic issues with out-sourced janitorial services result in excessive contract administration requirements, substandard work, security violations and significant user dissatisfaction.
- The Borough Administrative building exterior requires renovating to include a new vapor barrier. In many locations, the carpet is over twenty years old and is fairly worn. The carpet does not provide the anti-static protection necessary for modern office computer systems causing a humidification in the building which damages to the building.

Objectives for FY 2009

- Identify opportunities to reduce overall postage expense through staff training on newly revised USPS weight and dimension fee structures, increased publication of documents on the Borough website and distribution via email.
- Identify opportunities to reduce overall paper usage by replicating large documents onto CD's, increased publication of documents on the Borough website or distribution via email.
- Reorganize Herman Miller furniture inventory at warehouse to realize better space utilization.
- Continue to be proactive in eliminating potential health and safety issues within the BAC facility.

Significant Budget Changes

- The FY 2009 budget reflects a net increase in salaries due to the cost of living adjustments and union longevity.
- The FY2009 budget reflects a net decrease in communication expenses as the majority of telephone support costs were moved to the Computer Services Department budget.

Previous Year's Accomplishments

- Provided critical assistance to Computer Services for the implementation of a new telephone system throughout the Borough
- Managed the reorganization of a fixed amount of office space and furniture in multiple departments to accommodate additional employees.
- Generated additional income from the disposal of surplus Borough supplies.
- Effectively managed the significant growth in the public's request for Photo ID Cards.
- Actively administered Borough owned fleet vehicles at the BAC center.

**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>2004/05 Actual</u>	<u>2005/06 Actual</u>	<u>2006/07 Actual</u>	<u>2007/08 Budget</u>	<u>2008/09* Budget</u>
Measure 1. Percent change in cost on yearly new copier maintenance agreements	-3%	-3%	-24%	-11%	-14%
Measure 2. Percentage of copy jobs completed by due date	93%	96%	90%	85%	85%
Measure 3. Percentage of central supply orders processed within two days.	90%	95%	97%	99%	99%
Measure 4. Percentage of staff time used to address BAC facility issues/month	40%	45%	56%	50%	45%

Additional Statistical Accomplishments

Borough Admin Center Facility Support

Facility workorders processed	230	200	174	230	180
Contract Admin-Bldg Services: Request for Action	162	150	150	172	172
Motor Vehicles dispatched to the field	213	214	632	650	696
Motor Vehicles dispatched for maintenance			10	16	17
Telephone Lan Lines and cell phones maintained	625	635	639	421	218
Telephone work orders processed	245	200	110	176	50

Mail/Repro/ID Services

Reprographic copies	2,300,650	2,575,414	1,894,955	2,450,240	2,200,250
Photo ID Cards Issued	698	606	600	420	450
Volume of incoming mail (by foot)	860	700	820	850	850
Volume of outgoing mail (by piece)	164,214	223,000	111,407	156,000	175,000
Central Supply units delivered yearly	1,635	1,359	1,187	1,254	1,254
Copiers maintained by G.S. Department	31	33	31	34	36
New copiers purchased	2	5	4	4	8

Invoiced Purchases

Payments Made	680	736	723	672	700
Journal Entries	470	266	443	507	500

*Estimated

Dept: General Services
Div: Support Services

	2005/06 Actual	2006/07 Actual	2007/08 Approved	2007/08 Revised	2008/09 Recommended	2008/09 Approved
PERSONNEL SERVICES						
Permanent Salaries	124,795	131,331	137,440	137,440	141,360	141,360
Overtime Wages	174	109	690	690	690	690
Temporary Salaries	12,812	8,933	13,260	13,260	13,260	13,260
Benefits	65,662	77,270	88,750	88,750	91,510	91,510
Subtotal:	203,443	217,643	240,140	240,140	246,820	246,820
COMMODITIES						
Office Supplies	1,582	927	1,000	1,000	1,000	1,000
Computer Supplies	2,204	-	2,000	2,000	2,000	2,000
Operating Supplies	35,345	58,535	86,600	86,600	92,500	92,500
Books and Periodicals	176	178	300	300	300	300
Repair and Maint. Supplies	806	347	1,500	1,500	21,500	21,500
Clothing Supplies	252	301	300	300	300	300
Motor Fuels and Lubricants	2,758	4,683	9,300	9,300	9,450	9,450
Equipment Parts	-	-	-	-	-	-
Subtotal:	43,123	64,971	101,000	101,000	127,050	127,050
CONTRACTUAL SERVICES						
Professional Services	5,832	13,896	-	-	-	-
Communications	315,400	361,796	315,730	315,730	222,390	222,390
Travel	178	14	60	60	50	50
Professional Dues/Meetings	-	-	-	-	-	-
Training	-	199	1,200	1,200	1,080	1,080
Advertising, Printing & Binding	11,016	7,060	12,000	12,000	12,000	12,000
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	65,883	55,934	65,030	65,030	60,950	60,950
Repairs & Maint. -Office Equipment	24,190	28,478	37,560	37,560	42,420	42,420
Repairs & Maint. -Other Equipment	6,250	5,000	4,860	4,860	6,460	6,460
Rent	-	-	-	-	-	-
Utilities	4,223	4,199	7,000	7,000	8,400	8,400
Equipment Leases	109,741	107,923	128,100	128,100	135,860	135,860
Other Contractual Services	53,468	52,421	42,340	42,340	43,980	43,980
Subtotal:	596,181	636,920	613,880	613,880	533,590	533,590
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	17,282	11,183	14,460	14,460	7,500	7,500
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	40,075	5,499	27,460	27,460	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	57,357	16,682	41,920	41,920	7,500	7,500
GRAND TOTAL:	900,104	936,216	996,940	996,940	914,960	914,960
FUNDING SOURCE:						
General Fund Revenues						
Replacement photo ID cards						<u>1,000</u>

**Dept: General Services
Departmental Summary**

	2005/06 Actual	2006/07 Actual	2007/08 Approved	2007/08 Revised	2008/09 Recommended	2008/09 Approved
PERSONNEL SERVICES						
Permanent Salaries	362,325	383,304	405,620	405,620	417,940	417,940
Overtime Wages	1,656	2,263	2,590	2,590	2,590	2,590
Temporary Salaries	15,570	14,861	27,260	27,260	27,260	27,260
Benefits	194,283	228,034	261,230	261,230	269,860	269,860
Subtotal:	<u>573,834</u>	<u>628,462</u>	<u>696,700</u>	<u>696,700</u>	<u>717,650</u>	<u>717,650</u>
COMMODITIES						
Office Supplies	4,761	3,348	4,800	4,800	4,800	4,800
Computer Supplies	2,519	-	2,470	2,470	2,470	2,470
Operating Supplies	35,345	58,535	86,600	86,600	92,500	92,500
Books and Periodicals	619	573	1,100	1,100	1,100	1,100
Repair and Maint. Supplies	806	347	1,500	1,500	21,500	21,500
Clothing Supplies	252	301	300	300	300	300
Motor Fuels and Lubricants	2,758	4,683	9,300	9,300	9,450	9,450
Equipment Parts	-	-	-	-	-	-
Subtotal:	<u>47,060</u>	<u>67,787</u>	<u>106,070</u>	<u>106,070</u>	<u>132,120</u>	<u>132,120</u>
CONTRACTUAL SERVICES						
Professional Services	5,832	13,896	-	-	-	-
Communications	315,400	361,796	315,810	315,810	222,470	222,470
Travel	178	14	180	180	160	160
Professional Dues/Meetings	1,455	1,219	1,040	1,040	1,230	1,230
Training	13,988	15,298	16,600	16,600	14,940	14,940
Advertising, Printing & Binding	11,113	7,202	12,550	12,550	12,550	12,550
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	65,883	55,934	65,030	65,030	60,950	60,950
Repairs & Maint. -Office Equipment	24,190	28,478	37,560	37,560	42,420	42,420
Repairs & Maint. -Other Equipment	6,250	5,000	4,860	4,860	6,460	6,460
Rent	-	-	-	-	-	-
Utilities	4,223	4,199	7,000	7,000	8,400	8,400
Equipment Leases	109,741	107,923	128,100	128,100	135,860	135,860
Other Contractual Services	53,468	52,421	42,340	42,340	43,980	43,980
Subtotal:	<u>611,721</u>	<u>653,380</u>	<u>631,070</u>	<u>631,070</u>	<u>549,420</u>	<u>549,420</u>
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	17,282	11,183	14,460	14,460	7,500	7,500
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	-	-	-	-	-
Office Equipment	40,075	5,499	27,460	27,460	-	-
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	<u>57,357</u>	<u>16,682</u>	<u>41,920</u>	<u>41,920</u>	<u>7,500</u>	<u>7,500</u>
GRAND TOTAL:	<u><u>1,289,972</u></u>	<u><u>1,366,311</u></u>	<u><u>1,475,760</u></u>	<u><u>1,475,760</u></u>	<u><u>1,406,690</u></u>	<u><u>1,406,690</u></u>
FUNDING SOURCE:						
General Fund Revenues						
Replacement photo ID cards					<u><u>1,000</u></u>	