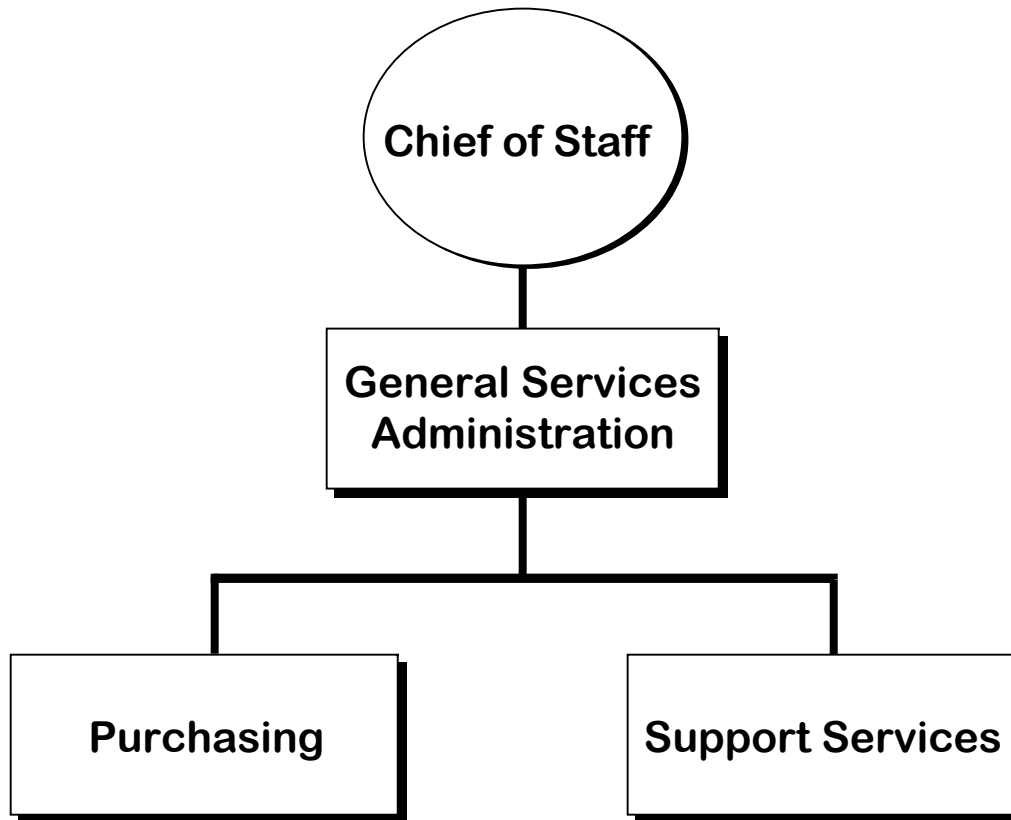


Department of General Services



FY 2005–2006 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 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 2006

- 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 2006 budget reflects a net increase in personnel costs due to cost of living adjustments, normal management longevity.

Previous Year's Accomplishments

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

(See GS Divisions for measures and statistical accomplishments)

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Dept: General Services
Div: Administration

	2002/03 Actual	2003/04 Actual	2004/05 Approved	2004/05 Revised	2005/06 Recommended	2005/06 Approved
PERSONNEL SERVICES						
Permanent Salaries	126,327	97,891	100,360	100,360	105,000	105,000
Overtime Wages	-	-	-	-	-	-
Temporary Salaries	-	-	-	-	-	-
Benefits	54,293	43,855	51,590	51,590	59,120	59,120
Subtotal:	<u>180,620</u>	<u>141,746</u>	<u>151,950</u>	<u>151,950</u>	<u>164,120</u>	<u>164,120</u>
COMMODITIES						
Office Supplies	3,168	802	1,000	1,000	1,000	1,000
Computer Supplies	45	60	60	60	60	60
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	33	240	350	350	350	350
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	<u>3,246</u>	<u>1,102</u>	<u>1,410</u>	<u>1,410</u>	<u>1,410</u>	<u>1,410</u>
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Professional Dues/Meetings	-	-	-	-	-	-
Training	10,001	6,726	5,400	5,400	7,700	7,700
Advertising, Printing & Binding	79	25	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>10,080</u>	<u>7,026</u>	<u>5,480</u>	<u>5,480</u>	<u>7,780</u>	<u>7,780</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>2,648</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL:	<u><u>196,594</u></u>	<u><u>149,874</u></u>	<u><u>158,840</u></u>	<u><u>158,840</u></u>	<u><u>173,310</u></u>	<u><u>173,310</u></u>
FUNDING SOURCE:						
General Fund Revenues						

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FY 2005-2006 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).

Objectives For FY 2006

- Continue to expand the functionality to bidders/contractors of the GS website.
- Complete the implementation of 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.
- Institute a Purchasing Card program for small dollar department purchases.

Significant Budget Changes

- The FY 2006 budget reflects a net increase in personnel costs due to cost of living adjustments and normal union longevity.
- The FY 2006 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

- Implemented new purchasing thresholds to allow greater department level efficiency balanced by Increased department-level accountability.
- Provided training session to Borough staff on new policies and procedures.
- Initiated evaluation and testing of IFAS PO Online module to automate purchase requisition process.
- Continued to enhance the use of internet site for vendors to view and download copies of IFB's and RFP's.
- Created the FNSB's Disadvantage Business Enterprise (DBE) policy and procedures for FTA related procurement activity.

**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>2001/02 Actual</u>	<u>2002/03 Actual</u>	<u>2003/04 Actual</u>	<u>2004/05 Actual</u>	<u>2005/06 Budget</u>
Measure 1. Percent of IFB's awarded to local bidders	n/a	n/a	86%	85%	94%
Measure 2. Percent of purchase orders processed and sent to vendor within one day	n/a	n/a	90%	90%	92%
Measure 3. Avg. time (in days) required to review/prepare formal solicitation for publication. IFB's	n/a	n/a	15	13	13
Average Solicitation time for preparing RFP's for publication.	n/a	n/a	n/a	n/a	18
<u>Additional Statistical Accomplishments</u>					
Processing of Purchasing Documents					
Purchase Orders	2,664	2,787	3,200	2,850	3,644
Travel Authorizations	208	210	250	239	108
Change Notices to purchase orders	666	680	614	748	468
Update vendor data	430	460	454	400	600
New vendor setup		307	210	120	136
Recodes, liquidates, rollovers	325	292	302	530	128
W-9 information requests	No	498	689	250	150
Manual corrections to vendor info on purchase orders	50+	170	365	250	135
Check Requests		741	765	1,210	1,340
Formal Procurement Process					
Invitations for Bid issued	60	56	55	62	62
Request for Proposal issued	12	7	12	15	15
Cash Receipts for IFB/RFP received	458	431	307	88	92
Cash deposits processed	37	39	25	26	30
Invoiced Purchases					
Payments made	98	92	96	76	110
Journal entries processed	354	381	362	280	206

Dept: General Services
Div: Purchasing

	2002/03 Actual	2003/04 Actual	2004/05 Approved	2004/05 Revised	2005/06 Recommended	2005/06 Approved
PERSONNEL SERVICES						
Permanent Salaries	126,456	118,636	135,480	135,480	134,550	134,550
Overtime Wages	131	358	1,500	900	900	900
Temporary Salaries	4,027	14,412	7,190	8,021	8,020	8,020
Benefits	48,593	51,214	71,090	70,859	77,010	77,010
Subtotal:	<u>179,207</u>	<u>184,620</u>	<u>215,260</u>	<u>215,260</u>	<u>220,480</u>	<u>220,480</u>
COMMODITIES						
Office Supplies	5,731	2,170	2,000	2,300	2,300	2,300
Computer Supplies	262	253	300	411	300	300
Operating Supplies	-	-	-	-	-	-
Books and Periodicals	717	327	450	450	450	450
Repair and Maint. Supplies	-	-	-	-	-	-
Clothing Supplies	-	-	-	-	-	-
Motor Fuels and Lubricants	-	-	-	-	-	-
Equipment Parts	-	-	-	-	-	-
Subtotal:	<u>6,710</u>	<u>2,750</u>	<u>2,750</u>	<u>3,161</u>	<u>3,050</u>	<u>3,050</u>
CONTRACTUAL SERVICES						
Professional Services	-	-	-	-	-	-
Communications	-	-	80	280	280	280
Travel	60	45	120	120	120	120
Professional Dues/Meetings	521	1,061	1,040	1,040	1,040	1,040
Training	2,644	442	2,100	3,100	5,000	5,000
Advertising, Printing & Binding	230	80	170	1,470	1,470	1,470
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	-	-	-	-	-	-
Repairs & Maint. -Office Equipment	-	-	-	-	-	-
Repairs & Maint. -Other Equipment	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Equipment Leases	-	-	-	-	-	-
Other Contractual Services	10	335	300	-	-	-
Subtotal:	<u>3,465</u>	<u>1,963</u>	<u>3,810</u>	<u>6,010</u>	<u>7,910</u>	<u>7,910</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><u>189,382</u></u>	<u><u>189,333</u></u>	<u><u>221,820</u></u>	<u><u>224,431</u></u>	<u><u>231,440</u></u>	<u><u>231,440</u></u>

FUNDING SOURCE:
General Fund Revenues

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FY 2005–2006 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

- There is an ongoing concern regarding security at the Borough Administrative Building. Employees do not feel secure with the amount of keys that have been issued. There is also a considerable amount of money that is moved through this building during the tax season. Video Surveillance and “Key” card devices would be a recommended safety measure.
- The Borough Administrative building has reached a point where age is an issue. An upgrade to the electrical system will extend the life of equipment ensuring optimum uninterrupted service to users. The building exterior requires renovating to include a new vapor barrier. The carpet is original but is fairly worn in many areas. The carpet does not provide the anti-static protection necessary for modern office computer systems causing a humidification in the building which causes damage to the building.

Objectives For FY 2006

- 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.
- Continue to enhance customer service relationship with Borough Departments.

Significant Budget Changes

- The FY 2006 budget reflects a net increase in salaries due to the cost of living adjustments and the normal union longevity.
- The FY 2006 budget reflects a net increase in Communications to provide additional funding for cell phone usage in field.
- The FY 2006 budget reflects a net decrease in R & M Building and Grounds as funding for snow removal of the Borough Administrative Center was moved to Parks and Recreation.
- The FY 2006 budget reflects a net increase in Other Contractual Services to cover on-going Security contract.

Previous Year’s Accomplishments

- Developed an Evacuation Plan for the BAC.
- Upgraded directional signs at the BAC.
- Acquisition of a new conference room on the second floor.
- Issued IFB’s and new contracts for Boro-wide fleet fuel and paper products.
- Used cooperative purchasing agreements to secure lower costs for office copiers.
- Developed a Boro-wide cell phone policy.
- Established ordering and installation of “Herman Miller” modular furniture through Support Services.

**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>2001/02 Actual</u>	<u>2002/03 Actual</u>	<u>2003/04 Actual</u>	<u>2004/05 Actual</u>	<u>2005/06 Budget</u>
Measure 1. Percent change in cost on yearly new copier maintenance agreements	n/a	-21%	-64%	3%	1%
Measure 2. Percentage of copy jobs completed by due date	n/a	n/a	n/a	90%	90%
Measure 3. Percentage of central supply orders processed the same day as order date	n/a	n/a	n/a	90%	85%
Measure 4. Percentage of staff time used to address BAC facility issues/month	n/a	n/a	n/a	40%	45%
Measure 5. Percent change in cost on yearly copier maintenance agreements					2%

Additional Statistical Accomplishments

Borough Admin Center Facility Support

Facility workorders processed	237	220	225	230	145
Contract Admin-Bldg Services: Request for Action	144	149	186	162	150
Motor Vehicles dispatched to the field	122	202	270	213	214
Telephone Lan Lines and cell phones maintained	605	624	631	625	640
Telephone work orders processed	245	186	220	245	210

Mail/Repro/ID Services

Reprographic copies	2,069,290	2,322,763	2,125,510	2,300,650	2,315,673
Photo ID Cards Issued	653	642	680	698	606
Volume of incoming postage (by foot)	860	800	780	860	700
Volume of outgoing postage (by piece)	146,671	147,000	148,900	164,214	246,540
Central Supply units delivered monthly		1,625	1,630	1,635	1,359
Copiers maintained by G.S. Department		31	31	31	32
New copiers purchased		7	7	2	5

Invoiced Purchases

Payments Made	467	612	672	680	736
Journal Entries	453	482	458	470	266

Borough Surplus Sale Revenue Generated	4,596	1,633	2,532	3,000	2,500
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Dept: General Services
Div: Support Services

	2002/03 Actual	2003/04 Actual	2004/05 Approved	2004/05 Revised	2005/06 Recommended	2005/06 Approved
PERSONNEL SERVICES						
Permanent Salaries	110,588	116,374	120,700	120,700	125,140	125,140
Overtime Wages	366	300	1,490	940	490	490
Temporary Salaries	10,550	7,641	9,500	10,258	10,260	10,260
Benefits	44,850	47,741	63,710	63,502	71,690	71,690
Subtotal:	166,354	172,056	195,400	195,400	207,580	207,580
COMMODITIES						
Office Supplies	936	558	1,000	1,000	1,000	1,000
Computer Supplies	1,994	294	700	700	700	700
Operating Supplies	120,501	4,865	86,250	86,250	86,250	86,250
Books and Periodicals	367	167	300	300	300	300
Repair and Maint. Supplies	288	1,081	1,500	1,500	1,500	1,500
Clothing Supplies	162	152	300	300	300	300
Motor Fuels and Lubricants	1,107	1,327	2,000	2,000	4,620	4,620
Equipment Parts	-	-	-	-	-	-
Subtotal:	125,355	8,444	92,050	92,050	94,670	94,670
CONTRACTUAL SERVICES						
Professional Services	-	18,925	-	-	-	-
Communications	251,234	293,334	327,460	327,460	343,330	343,330
Travel	12	5	130	130	130	130
Professional Dues/Meetings	-	201	-	-	-	-
Training	4,701	1,950	1,000	1,000	1,200	1,200
Advertising, Printing & Binding	4,246	8,824	5,500	5,500	5,500	5,500
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	45,976	61,954	55,560	55,560	52,560	52,560
Repairs & Maint. -Office Equipment	24,186	26,124	25,160	25,160	28,490	28,490
Repairs & Maint. -Other Equipment	3,000	4,135	4,000	4,000	6,250	6,250
Rent	-	-	-	-	-	-
Utilities	5,144	4,396	5,500	5,500	5,500	5,500
Equipment Leases	118,316	119,440	120,380	120,380	127,570	127,570
Other Contractual Services	29,789	37,864	44,400	44,400	46,900	46,900
Subtotal:	486,604	577,152	589,090	589,090	617,430	617,430
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	20,958	20,745	26,400	23,789	31,200	31,200
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	5,610	-	-	-	-
Office Equipment	37,591	22,999	5,000	5,000	19,470	19,470
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	58,549	49,354	31,400	28,789	50,670	50,670
GRAND TOTAL:	836,862	807,006	907,940	905,329	970,350	970,350

FUNDING SOURCE:

General Fund Revenues
Replacement photo ID cards

1,000

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**Dept: General Services
Departmental Summary**

	2002/03 Actual	2003/04 Actual	2004/05 Approved	2004/05 Revised	2005/06 Recommended	2005/06 Approved
PERSONNEL SERVICES						
Permanent Salaries	363,371	332,901	356,540	356,540	364,690	364,690
Overtime Wages	497	658	2,990	1,840	1,390	1,390
Temporary Salaries	14,577	22,053	16,690	18,279	18,280	18,280
Benefits	147,736	142,810	186,390	185,951	207,820	207,820
Subtotal:	526,181	498,422	562,610	562,610	592,180	592,180
COMMODITIES						
Office Supplies	9,835	3,530	4,000	4,300	4,300	4,300
Computer Supplies	2,301	607	1,060	1,171	1,060	1,060
Operating Supplies	120,501	4,865	86,250	86,250	86,250	86,250
Books and Periodicals	1,117	734	1,100	1,100	1,100	1,100
Repair and Maint. Supplies	288	1,081	1,500	1,500	1,500	1,500
Clothing Supplies	162	152	300	300	300	300
Motor Fuels and Lubricants	1,107	1,327	2,000	2,000	4,620	4,620
Equipment Parts	-	-	-	-	-	-
Subtotal:	135,311	12,296	96,210	96,621	99,130	99,130
CONTRACTUAL SERVICES						
Professional Services	-	18,925	-	-	-	-
Communications	251,234	293,334	327,540	327,740	343,610	343,610
Travel	72	50	250	250	250	250
Professional Dues/Meetings	521	1,262	1,040	1,040	1,040	1,040
Training	17,346	9,118	8,500	9,500	13,900	13,900
Advertising, Printing & Binding	4,555	8,929	5,750	7,050	7,050	7,050
Insurance and Bonding	-	-	-	-	-	-
Repairs & Maint. -Bldg. & Grounds	45,976	61,954	55,560	55,560	52,560	52,560
Repairs & Maint. -Office Equipment	24,186	26,124	25,160	25,160	28,490	28,490
Repairs & Maint. -Other Equipment	3,000	4,135	4,000	4,000	6,250	6,250
Rent	-	-	-	-	-	-
Utilities	5,144	4,396	5,500	5,500	5,500	5,500
Equipment Leases	118,316	119,440	120,380	120,380	127,570	127,570
Other Contractual Services	29,799	38,474	44,700	44,400	46,900	46,900
Subtotal:	500,149	586,141	598,380	600,580	633,120	633,120
Grants Match, Indirect, Awaiting Budget	-	-	-	-	-	-
CAPITAL OUTLAY						
Controlled Assets	23,606	20,745	26,400	23,789	31,200	31,200
Buildings & Structures	-	-	-	-	-	-
Office Furniture	-	5,610	-	-	-	-
Office Equipment	37,591	22,999	5,000	5,000	19,470	19,470
Rolling Equipment	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Land & Land Improvements	-	-	-	-	-	-
Library Materials	-	-	-	-	-	-
Leasehold Improvements	-	-	-	-	-	-
Other Capital Items	-	-	-	-	-	-
Subtotal:	61,197	49,354	31,400	28,789	50,670	50,670
GRAND TOTAL:	1,222,838	1,146,213	1,288,600	1,288,600	1,375,100	1,375,100
FUNDING SOURCE:						
General Fund Revenues						
Replacement photo ID cards					1,000	