

Purchasing & Contracting

FY2019 Proposed Budget

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FY2018 Key Accomplishments

Purchasing

- **Implemented and administered an online auction process** for the disposal of surplus tangible property and netting approximately \$80,000 in two (2) online auctions.
- **Supported the Borough in the acquisition** of approximately \$132 million worth of goods and services.
- **Successfully implemented e-bidding process** that will provide increased efficiency in the department and easier bid submission for bidders. It opened bidding pool to wider range of outside bidders. Implemented code change to allow for faster surplus review of the Borough departments.

FY2019 Key Accomplishments

Capital Projects

- **Provided drawing and document support** to the Maintenance Department allowing for improved Maintenance Department efficiency on small projects.
- **Provided Land Management building and property evaluation** support for property acquisitions.
- **Improved project coordination and communications** with Borough departments.
- **Increase in efficiencies** on contract administration and project reporting.
- **Improved contract documentation** for design services and construction to allow for better contract management of capital projects.

FY2019 Objectives and Budget Highlights

- **Expand annual inspection and identification** of department and service area facilities for CIP and deferred maintenance needs for non-school facilities.
- Complete improvement of **aligning efficiency in contracts and purchasing administration in combined department.**
- **Improve alignment of internal business practices** for more efficient project management across the Borough.
- **Develop successful and more efficient process for micro-purchasing** across the Borough.

Capital projects summary

- Projects completed during the year
 - Roofs at various schools
 - CPGH transitional housing
 - CPGH phase III, IV & V
 - SPH Homer Medical Clinic
 - SPH operating room and HVAC
 - CPL cell 3 phase I
 - CES Funny River fire station insulation
 - CES Electrical upgrades phases 1 & 2
 - Nikiski Fire Septic tank replacement
 - Old Mill Subdivision 2016 Lost Creek gravel extraction and disposal
 - Bear Creek Fire tenant upgrade

CPGH Radiology Phases III, IV and V



Salmon Creek Revetment



Kenai Middle School Reroof and Abatement



CES Funny River Fire Station Roof Insulation



SPH Medical Clinic & SPH HVAC and Operating Rooms



- Capital projects in progress include:
 - CPH OB/Cath Lab
 - CPL Cell 3 Phase 2 and Cell D&C expansion
 - CES Station 3 painting and concrete sealing
 - CES lighting improvements phase III
 - NPRSA Fire alarm system
 - Administrative Building boiler replacement
 - Bear Creek Fire multi-use facility
 - 911 Public Safety Comm. Center
 - Nikiski Fire Stations exhaust removal
 - Nikiski Fire septic tank replacement
 - Anchor Pt. tank site
 - Seward Bear Creek Flood SA – Upper Salmon Creek

Expenditure summary – Purchasing & Contracting

	FY2018 Approved Budget	FY2019 Proposed Budget	Change
Personnel	\$1,285,548	\$1,138,106	(\$147,442)
Supplies	6,975	6,666	(309)
Services	85,568	79,614	(5,954)
Capital Outlay	6,465	4,900	(1,565)
Interdepartmental charges	<u>(743,366)</u>	<u>(596,629)</u>	<u>146,737</u>
Total	\$641,190	\$632,657	(\$8,533)
Decrease of			-1.33%

Significant Budgetary Changes

- Reduction in staff – 1 Project manager, due to a reduced number of projects
- As a result the charges to other departments has also reduced

Long Term Issues and Concerns

- Challenge of providing procurement support and services to a growing Borough, whose needs continue to grow in number and complexity.
- Reduction in state and federal grants and corresponding reduction of capital improvement projects across the Borough
- Identifying efficiencies to improve Borough's internal business process.
- Continue to work in modernizing the procurement process especially targeting micro purchasing.