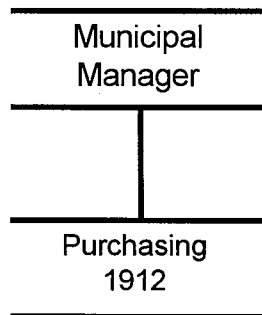


PURCHASING

PURCHASING



PURCHASING DEPARTMENT

Strategic Framework

Customers Served: All Municipal departments, enterprise activities, vendors, suppliers and contracting community.

Mission: Support all Municipal agencies through effective and efficient purchasing and contract management services

Goals:

- ☐ Continuously improve the lead-time on all items or services procured thereby creating the opportunity for Municipal agencies to more efficiently deliver their services.

Objectives:

- ☐ Reduce the average lead-time on small purchases through implementation of a purchasing card system.
- ☐ Reduce purchasing and accounts payable transactions through implementation of a purchasing card system.

Performance Measures

Measure effectiveness through customer satisfaction and efficiency through reduction in administrative transactions in purchasing and accounts payable.

Measures:

- ☐ % change in average lead-time on small purchases
- ☐ % change in total number of purchase orders issued
- ☐ % of those surveyed that were satisfied overall with the purchasing card system

Services Provided

Direct Services:

- ☐ Support all Municipal Agencies by providing effective and efficient purchasing and contract management services to acquire needed supplies, services and construction services.
- ☐ Insure compliance with Federal Law, Alaska Statute, Municipal Code and other applicable regulatory provisions in the acquisition processes.
- ☐ Develop and maintain a vendor data base to insure information relating to potential and actual purchases are disseminated to interested parties, thereby obtaining best prices through competitive means.
- ☐ Provide the means of disposal of outdated or surplus supplies and equipment through sales or auction processes.

2002 Resource Plan

Department: Purchasing

Division	<i>Financial Summary</i>		<i>Personnel Summary</i>							
	2001	2002	2001 Revised				2002 Proposed			
	Revised	Proposed	FT	PT	Temp	Total	FT	PT	Temp	Total
Purchasing Services	1,149,580	1,149,580	15			15	14			14
Operating Cost	1,149,580	1,149,580	15	0	0	15	14	0	0	14
Add Debt Service	0	0								
Direct Organization Cost	1,149,580	1,149,580								
Charges From/(To) Others	(1,082,010)	(1,032,070)								
Function Cost	67,570	117,510								
Less Program Revenues	(67,000)	(117,000)								
Net Program Cost	570	510								

2002 Resource Costs by Category

Division	Personal Services	Supplies	Other Services	Capital Outlay	Total Direct Cost
Purchasing Services	1,004,740	14,400	185,980		1,205,120
Operating Cost	1,004,740	14,400	185,980	0	1,205,120
Less Vacancy Factor	(55,540)				(55,540)
Add Debt Service					0
Total Direct Organization Cost	949,200	14,400	185,980	0	1,149,580

RECONCILIATION FROM 2001 REVISED BUDGET TO 2002 PROPOSED BUDGET
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DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
2001 REVISED BUDGET:	\$ 1,149,580	15		
2001 ONE-TIME REQUIREMENTS:				
- PeopleSoft support computer costs	(5,000)			
CHANGES FOR CONTINUATION OF EXISTING PROGRAMS IN 2002:				
- Salaries and benefits adjustment for continuing employees	53,550			
- AMEA/Non-rep wage increase	46,770			
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- None				
2002 PROGRAMMATIC BUDGET CHANGES:				
- Adjust projected salaries savings based on historical experience	(40,790)			
- Reduce PeopleSoft training	(54,530)			
- Delete one vacant position; funding used for contract		(1)		
2002 PROPOSED BUDGET:	<u>\$ 1,149,580</u>	<u>14</u>	<u>0</u>	<u>0</u>

2002 P R O G R A M P L A N

DEPARTMENT: PURCHASING

DIVISION: PURCHASING SERVICES

PROGRAM: Procurement and Contracting Services

PURPOSE:

Provide a purchasing system that ensures maximum use of fair and open competition and receipt of the best value for funds available, consistent with applicable laws and regulations, good business practices and sound financial management practices.

2001 PERFORMANCES:

See Strategic Framework

2002 PERFORMANCE OBJECTIVES:

See Strategic Framework

RESOURCES:

	2000 REVISED			2001 REVISED			2002 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	15	0	0	16	0	0	14	0	0
PERSONAL SERVICES	\$	980,140		\$	943,540		\$	949,200	
SUPPLIES		14,400			19,400			14,400	
OTHER SERVICES		70,720			184,140			185,980	
CAPITAL OUTLAY		6,000			2,500			0	
TOTAL DIRECT COST:	\$	1,071,260		\$	1,149,580		\$	1,149,580	
PROGRAM REVENUES:	\$	67,000		\$	67,000		\$	117,000	

WORK MEASURES:

See Strategic Framework

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3 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:

1, 2, 3

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M U N I C I P A L I T Y O F A N C H O R A G E
2002 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT BUDGET UNIT/
RANK PROGRAM

SL SVC
CODE LVL

1 1912-PURCHASING SERVICES
0079-Procurement and Contracti
SOURCE OF FUNDS, THIS SVC LEVEL:

CB 1 Provide for procurement of construction,
OF supplies, and services for all agencies
4 of the MOA as required by Title 7 of the
AMC.

IGC SUPPORT
PROGRAM REVENUES 67,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
14	0	0	989,990	14,400	135,980	0	0	1,140,370

2 1912-PURCHASING SERVICES
0079-Procurement and Contracti
SOURCE OF FUNDS, THIS SVC LEVEL:

3 Increase vacancy factor
OF
4

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	40,790-	0	0	0	0	40,790-

3 1912-PURCHASING SERVICES
0079-Procurement and Contracti
SOURCE OF FUNDS, THIS SVC LEVEL:

CR 2 Contracted services, with offsetting
OF program revenues, for the purpose of
4 paying commissions, fees, and
miscellaneous expenses associated with
the disposal of surplus, excess, and
lost and found property.

PROGRAM REVENUES 50,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	50,000	0	0	50,000

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09/26/01
191435

M U N I C I P A L I T Y O F A N C H O R A G E
2002 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
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SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
14	0	0	949,200	14,400	185,980	0	0	1,149,580

----- DEPARTMENT OF PURCHASING	FUNDING LINE -----
.	1,149,580

4 1912-PURCHASING SERVICES	4 Provide PeopleSoft consulting services
0079-Procurement and Contracti	OF in cooperation with newly established
SOURCE OF FUNDS, THIS SVC LEVEL:	4 PeopleSoft work group.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	54,530	0	0	54,530

TOTALS FOR DEPARTMENT OF PURCHASING , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
14	0	0	949,200	14,400	240,510	0	0	1,204,110