

**PURCHASING**

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# **PURCHASING**

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**Office of the  
Chief Fiscal Officer**

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**Purchasing  
1912**

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## 2004 Resource Plan

### Department: Purchasing

Division	<b>Financial Summary</b>		<b>Personnel Summary</b>							
	2003	2004	2003 Revised				2004 Approved			
	Revised	Approved	FT	PT	Temp	Total	FT	PT	Temp	Total
Purchasing Services	1,206,690	1,221,740	14			14	14			14
<b>Operating Cost</b>	<b>1,206,690</b>	<b>1,221,740</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>14</b>
Add Debt Service	0	0								
<b>Direct Organization Cost</b>	<b>1,206,690</b>	<b>1,221,740</b>								
Charges From/(To) Others	(1,038,760)	(953,370)								
<b>Function Cost</b>	<b>167,930</b>	<b>268,370</b>								
Less Program Revenues	(167,000)	(268,500)								
<b>Net Program Cost</b>	<b>930</b>	<b>(130)</b>								

### 2004 Resource Costs by Category

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Purchasing Services	1,115,980	10,400	125,320		1,251,700
<b>Operating Cost</b>	<b>1,115,980</b>	<b>10,400</b>	<b>125,320</b>	<b>0</b>	<b>1,251,700</b>
Less Vacancy Factor	(29,960)				(29,960)
Add Debt Service					0
<b>Total Direct Organization Cost</b>	<b>1,086,020</b>	<b>10,400</b>	<b>125,320</b>	<b>0</b>	<b>1,221,740</b>

\* Travel budgeted by this department within the Other Services category is \$3,700

<b>RECONCILIATION FROM 2003 REVISED BUDGET TO 2004 APPROVED BUDGET</b>
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**DEPARTMENT: PURCHASING**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T/Seas</u>
<b>2003 REVISED BUDGET:</b>	\$ 1,206,690	14	0	0
<b>2003 ONE-TIME REQUIREMENTS:</b>				
- None	-			
<b>TRANSFERS (TO)/FROM OTHER AGENCIES:</b>				
- None	0			
<b>DEBT SERVICE CHANGES:</b>	0			
<b>CHANGES IN EXISTING PROGRAMS FOR 2004:</b>				
- Salaries and benefits adjustment	80,220			
<b>CONTINUATION LEVEL FOR 2004:</b>	<u>\$ 1,286,910</u>	<u>14</u>	<u>0</u>	<u>0</u>
<b>TRANSFERS (TO)/FROM OTHER AGENCIES:</b>				
- PeopleSoft staff to PeopleSoft Division in Office of the Chief Fiscal Officer	(77,130)	(1)		
<b>2004 PROGRAMMATIC CHANGES:</b>				
- Add staff to support increased demand in construction, paid by capital projects and AWWU	75,820	1		
- Reduce training and travel	(30,000)			
- Salaries and benefits adjustment	(33,860)			
<b>2004 PROPOSED BUDGET:</b>	<u>\$ 1,221,740</u>	<u>14</u>	<u>0</u>	<u>0</u>
<b>2004 AMENDMENTS:</b>				
- None				
<b>2004 APPROVED BUDGET:</b>	<u>\$ 1,221,740</u>	<u>14</u>	<u>0</u>	<u>0</u>

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2004 DEPARTMENT RANKING

PAGE 1

DEPT: 19 -PURCHASING

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
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1	1912-PURCHASING SERVICES 0079-Procurement and Contracti SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT PROGRAM REVENUES	8,500	1 OF 4 Provide for the procurement of horizontal and vertical construction, professional engineering, and infrastructure services for all agencies of the MOA as required by Title 7 of the Municipal Code. Provided services include all contract servicing and processing of amendments, change orders, terminations, and fiscal controls.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	459,660	5,200	26,450	0	0	491,310

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2	1912-PURCHASING SERVICES 0079-Procurement and Contracti SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT PROGRAM REVENUES	105,000	2 OF 4 Provide for the procurement of general services, supplies, equipment, and surplus disposal of all tangible property for all Municipal agencies of the MOA in accordance with Title 7 of the Municipal Code. Provided services include one time acquisitions, annual supply contracts, road and winter maintenance services, and associated contract management activities.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
6	0	0	465,980	4,700	97,070	0	0	567,750

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3	1912-PURCHASING SERVICES 0079-Procurement and Contracti SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT PROGRAM REVENUES	155,000	0 OF 4 Provide for the management and administration of the Procurement Credit Card Program on a Municipal wide basis. This program enables all Municipal agencies to direct and consolidate payment activities and to effectively delegate small purchasing requirements to the field level.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	84,560	500	1,800	0	0	86,860

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2004 DEPARTMENT RANKING

PAGE 2

DEPT: 19 -PURCHASING  
DEPT BUDGET UNIT/  
RANK PROGRAM

SL SVC  
CODE LVL

4 1912-PURCHASING SERVICES  
0079-Procurement and Contracti  
SOURCE OF FUNDS, THIS SVC LEVEL:  
  
IGC SUPPORT

4 Provide staff resource to perform  
OF contracting services in support of the  
4 increased demand in construction and  
professional service requirements of the  
MOA. These services are in response to  
increased business activities,  
contracting assistance, and time  
sensitive needs of our customers.  
Funding of this level will be from  
capital projects and AWWU.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	75,820	0	0	0	0	75,820

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SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

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PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
14	0	0	1,086,020	10,400	125,320	0	0	1,221,740

----- DEPARTMENT OF PURCHASING

FUNDING LINE

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1,221,740

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	1,086,020	10,400	125,320	0	0	1,221,740