

# PURCHASING

**PURCHASING DEPARTMENT**



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Municipal  
Manager

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Purchasing  
1912

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**DEPARTMENT SUMMARY**

**DEPARTMENT PURCHASING**

**MISSION**

To ensure the public and municipal agencies that fair, economically feasible and timely purchasing policies and procedures are followed for the procurement of property, materials, supplies, services, construction services, and equipment, and for the utilization or disposal of excess/surplus property and materials.

**MAJOR PROGRAMMING HIGHLIGHTS**

- Provide a centralized purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Consolidation of municipal supplies and services for greater savings.
- Enhance automation capabilities for greater efficiency.

**RESOURCES**

	1990	1991
Direct Costs	\$ 929,060	\$ 902,360
Program Revenues	\$ 97,000	\$ 92,000
Personnel	16FT	16FT

1991 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1990 REVISED	1991 BUDGET	1990 REVISED		1991 BUDGET					
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	929,060	902,360	16			16	16			16
OPERATING COST	929,060	902,360	16			16	16			16
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	929,060	902,360								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	333,490	257,270								
TOTAL DEPARTMENT COST	1,262,550	1,159,630								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,165,550	1,067,950								
FUNCTION COST	97,000	91,680								
LESS PROGRAM REVENUES	97,000	92,000								
NET PROGRAM COST	0	320-								

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	788,600	17,100	111,410		917,110
DEPT. TOTAL WITHOUT DEBT SERVICE	788,600	17,100	111,410		917,110
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	773,850	17,100	111,410		902,360

RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET
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DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1990 REVISED BUDGET:	\$ 929,060	16FT		
Amount Required to Continue Existing Programs in 1991:	15,790			
 REDUCTIONS TO EXISTING PROGRAMS:				
- None				
 EXPANSIONS IN EXISTING PROGRAMS:				
- None				
 NEW PROGRAMS:				
- None				
 MISCELLANEOUS INCREASES (DECREASES):				
- Capital Outlay	(2,000)			
- Reduction in projected revenues and offsetting contract services	(5,000)			
- Miscellaneous service reduction	(5,840)			
- Personnel Savings	(3,410)			
- Allowance for Inflation	(5,710)			
- Projected 2% Contract Reduction	(1,430)			
- Projected Benefit Reduction	(18,320)			
- Projected Wage Adjustment	(780)			
 1991 BUDGET	 \$ 902,360	 16FT		



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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  
1991 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT	BUDGET UNIT/	SVC
ANK	PROGRAM	LVL

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

1 Provide for procurement of construction  
OF supplies, and services for all agencies  
4 of the municipality as required by Titl  
Seven of the Anchorage Municipal Code.

IGC SUPPORT  
PROGRAM REVENUES 14,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
13	0	0	642,290	17,100	52,610	0	0	712,000

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

3 Clerical personnel required to assist  
OF office support functions during peak  
4 construction activity. This service  
provides clerical support to the buying  
activity and disseminates documents/  
information to potential contractors an  
the general public during periods of  
increased activity

IGC SUPPORT  
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
1	0	0	29,740	0	0	0	0	29,740

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

4 Temporary clerical personnel required t  
OF assist office support functions during  
4 peak summer activity. This position  
provides back-up capabilities for daily  
processing and receptionist duties.

IGC SUPPORT  
PROGRAM REVENUES 0

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
0	0	0	0	0	9,800	0	0	9,800

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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  
 1991 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT BUDGET UNIT/ SVC  
 RANK PROGRAM LVL

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

2 Buying personnel required to perform  
 OF procurement & contracting functions.  
 4 This service is necessary in the  
 acquisition of supplies, materials,  
 services, and construction. Provide  
 centralized disposal of surplus  
 supplies & materials on a Municipal wide  
 basis.

IGC SUPPORT  
 PROGRAM REVENUES 78,000

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
2	0	0	101,820	0	49,000	0	0	150,820

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 SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING . . . . .

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
16	0	0	773,850	17,100	111,410	0	0	902,360

----- DEPARTMENT OF PURCHASING FUNDING LINE -----  
 . . . . . 902,360

TOTALS FOR DEPARTMENT OF PURCHASING , FUNDED AND UNFUNDED . . . . .

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
16	0	0	773,850	17,100	111,410	0	0	902,360