

PURCHASING

PURCHASING

Municipal
Manager

Purchasing
1912

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 Program 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 within the department for greater efficiency.

RESOURCES

	1996	1997
Direct Costs	\$ 879,620	\$ 892,860
Program Revenues	\$ 74,000	\$ 72,000
Personnel	13FT	13FT

1997 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1996 REVISED	1997 BUDGET	1996 REVISED				1997 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	879,620	892,860	13			13	13			13
OPERATING COST	879,620	892,860	13			13	13			13
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	879,620	892,860								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	221,830	229,290								
TOTAL DEPARTMENT COST	1,101,450	1,122,150								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,027,080	1,049,930								
FUNCTION COST	74,370	72,220								
LESS PROGRAM REVENUES	74,000	72,000								
NET PROGRAM COST	370	220								

1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	800,030	12,000	85,060	10,520	907,610
DEPT. TOTAL WITHOUT DEBT SERVICE	800,030	12,000	85,060	10,520	907,610
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	785,280	12,000	85,060	10,520	892,860

RECONCILIATION FROM 1996 REVISED BUDGET TO 1997 BUDGET

DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1996 REVISED BUDGET:	\$ 879,620	13	0	0
1996 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1997:				
- Salaries and Benefits Adjustment	9,980			
- Non-Personal Services Inflation Adjustment	3,260			
1996 CONTINUATION LEVEL:	<u>\$ 892,860</u>	<u>13</u>	<u>0</u>	<u>0</u>
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
MISCELLANEOUS INCREASES (DECREASES)				
- None				
1997 BUDGET REQUEST:	<u>\$ 892,860</u>	<u>13 FT</u>	<u>0 PT</u>	<u>0 T</u>

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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
1997 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

1	1912-PURCHASING SERVICES	CB	1	Provide for procurement of construction
	0079-Procurement and Contracti		OF	supplies, and services for all agencies
	SOURCE OF FUNDS, THIS SVC LEVEL:		1	of the Municipality as required by Titl
				Seven of the Anchorage Municipal Code.
	IGC SUPPORT			
	PROGRAM REVENUES	72,000		

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
13	0	0	785,280	12,000	85,060	0	10,520	892,860

SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
13	0	0	785,280	12,000	85,060	0	10,520	892,860

----- DEPARTMENT OF PURCHASING FUNDING LINE -----
. 892,860

TOTALS FOR DEPARTMENT OF PURCHASING , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	
13	0	0	785,280	12,000	85,060	0	10,520	892,860