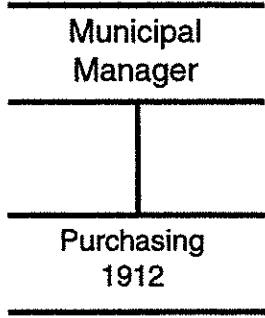


PURCHASING

PURCHASING



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

	1997	1998
Direct Costs	\$ 897,500	\$ 884,740
Program Revenues	\$ 72,000	\$ 72,000
Personnel	13FT	13FT

1998 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1997 REVISED	1998 BUDGET	1997 REVISED		1998 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	897,500	884,740	13			13
OPERATING COST	897,500	884,740	13			13
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	897,500	884,740				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	229,960	227,380				
TOTAL DEPARTMENT COST	1,127,460	1,112,120				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,055,460	1,039,800				
FUNCTION COST	72,000	72,320				
LESS PROGRAM REVENUES	72,000	72,000				
NET PROGRAM COST	0	320				

1998 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	804,080	12,000	83,410		899,490
DEPT. TOTAL WITHOUT DEBT SERVICE	804,080	12,000	83,410		899,490
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	789,330	12,000	83,410		884,740

RECONCILIATION FROM 1997 REVISED BUDGET TO 1998 BUDGET

DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1997 REVISED BUDGET:	\$ 897,500	13		
 1997 ONE-TIME REQUIREMENTS:				
- None				
 AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1998:				
- Salaries and Benefits Adjustment	(5,090)			
- Non-Personal Services Inflation Adjustment	3,230			
- Reduction in Budgeted Costs of Programs and Services	(10,900)			
 MISCELLANEOUS INCREASES (DECREASES):				
- None				
 1997 CONTINUATION LEVEL:	\$ 884,740	13	0	0
 FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
 UNFUNDED CURRENT SERVICE LEVELS:				
- None				
 1998 BUDGET:	\$ 884,740	13 FT	0 PT	0 T

1998 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.

1997 PERFORMANCES:

- Audited transactions from Annual Supply Contracts and the Blanket Purchase Orders.
- Consolidated purchases of Municipal supplies and services wherever feasible for greater savings.
- Made surplus supplies and materials available on a Municipal wide basis.
- Continued improving and replacing the Department's automated systems which are deteriorating and becoming obsolete.

1998 PERFORMANCE OBJECTIVES:

- Continue to audit transactions from Annual Supply Contracts and the Blanket Purchase Orders.
- Continue consolidating purchases of Municipal supplies and services wherever feasible for greater savings.
- Continue to make surplus supplies and materials available on a Municipal wide basis.
- Finish improving and replacing the Purchasing Department's automated systems which are deteriorating and becoming obsolete.

RESOURCES:

	1996 REVISED			1997 REVISED			1998 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	13	0	0	13	0	0
PERSONAL SERVICES	\$	774,430		\$	789,920		\$	789,330	
SUPPLIES		12,000			12,000			12,000	
OTHER SERVICES		87,190			85,060			83,410	
CAPITAL OUTLAY		6,000			10,520			0	
TOTAL DIRECT COST:	\$	879,620		\$	897,500		\$	884,740	
PROGRAM REVENUES:	\$	74,000		\$	72,000		\$	72,000	

WORK MEASURES:

- Construction contracts	101	85	85
- Formal bids	148	130	150
- Request for Proposals	78	80	80
- Request for Quotes	273	250	225
- Purchase Orders issued (includes Change Orders and Releases)	6,108	6,150	6,200

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

1

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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
 1998 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL	
1	1912-PURCHASING SERVICES 0079-Procurement and Contracti SOURCE OF FUNDS, THIS SVC LEVEL:	CB	1	Provide for procurement of construction, supplies, and services for all agencies of the Municipality as required by Title Seven of the Anchorage Municipal Code. (SL Reduced \$10,900)
	IGC SUPPORT PROGRAM REVENUES			72,000

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
13	0	0	789,330	12,000	83,410	0	0	884,740

 SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
13	0	0	789,330	12,000	83,410	0	0	884,740

----- DEPARTMENT OF PURCHASING FUNDING LINE -----
 884,740

TOTALS FOR DEPARTMENT OF PURCHASING , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL SERVICE	SUPPLIES	OTHER SERVICES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL
FT	PT	T						
13	0	0	789,330	12,000	83,410	0	0	884,740