

PURCHASING

PURCHASING

Executive
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

	1998	1999
Direct Costs	\$ 946,030	\$1,075,040
Program Revenues	\$ 72,000	\$ 67,000
Personnel	14FT	15FT

1999 R E S O U R C E P L A N

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1998 REVISED	1999 BUDGET	1998 REVISED				1999 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	946,030	1,075,040	14			14	15			15
	-----	-----	---	---	---	---	---	---	---	---
OPERATING COST	946,030	1,075,040	14			14	15			15
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
ADD DEBT SERVICE	0	0								
	-----	-----								
DIRECT ORGANIZATION COST	946,030	1,075,040								
	-----	-----								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	226,990	316,400								
	-----	-----								
TOTAL DEPARTMENT COST	1,173,020	1,391,440								
	-----	-----								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,079,840	1,323,770								
	-----	-----								
FUNCTION COST	93,180	67,670								
	-----	-----								
LESS PROGRAM REVENUES	72,000	67,000								
	-----	-----								
NET PROGRAM COST	21,180	670								
	-----	-----								

1999 R E S O U R C E S B Y C A T E G O R Y O F E X P E N S E

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	998,670	14,400	70,720	6,000	1,089,790
	-----	-----	-----	-----	-----
DEPT. TOTAL WITHOUT DEBT SERVICE	998,670	14,400	70,720	6,000	1,089,790
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
	-----	-----	-----	-----	-----
TOTAL DIRECT ORGANIZATION COST	983,920	14,400	70,720	6,000	1,075,040

RECONCILIATION FROM 1998 REVISED BUDGET TO 1999 BUDGET
--

DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1998 REVISED BUDGET:	\$ 946,030	14		
1998 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1999:				
- Salaries and Benefits Adjustment	34,440			
MISCELLANEOUS INCREASES (DECREASES):				
- None				
1998 CONTINUATION LEVEL:	\$ 980,470	14	0	0
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- Deputy Purchasing Officer to Cover Increased Workload and Assist in Daily Departmental Operations	94,570	1		
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
1999 BUDGET:	<u>\$ 1,075,040</u>	<u>15 FT</u>	<u>0 PT</u>	<u>0 T</u>

1999 PROGRAM PLAN

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.

1998 PERFORMANCES:

- Continued auditing transactions from annual supply contracts and the blanket purchase orders.
- Continued consolidating purchases of Municipal supplies and services wherever feasible for greater savings.
- Continued to make surplus supplies and materials available on a Municipal wide basis.
- Continued improving and replacing the Purchasing Department's automated systems to become Year 2000 compatible.

1999 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 implementing and updating the Year 2000 program.

RESOURCES:

	1997 REVISED			1998 REVISED			1999 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	14	0	0	15	0	0
PERSONAL SERVICES	\$	789,920		\$	847,140		\$	983,920	
SUPPLIES		12,000			14,200			14,400	
OTHER SERVICES		85,060			80,280			70,720	
CAPITAL OUTLAY		10,520			4,410			6,000	
TOTAL DIRECT COST:	\$	897,500		\$	946,030		\$	1,075,040	
PROGRAM REVENUES:	\$	72,000		\$	72,000		\$	67,000	

WORK MEASURES:

- Construction contracts	73	105	90
- Formal bids	166	150	155
- Request for Proposals	97	80	85
- Request for Quotes	305	275	280
- Purchase Orders issued (includes Change Orders and Releases)	6,140	6,250	6,300

2 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 2

BPAB010R
09/08/98
160609

M U N I C I P A L I T Y O F A N C H O R A G E
1999 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
2 of the Municipality as required by Title
Seven of the Anchorage Municipal Code.

IGC SUPPORT
PROGRAM REVENUES 67,000

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
14	0	0	889,350	14,400	70,720	0	6,000	980,470

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

ND 2 Assume and exercise the same
OF responsibilities and authorities vested
2 in the Purchasing Officer limited only
by delegation of the Purchasing Officer.
Ensures and enforces laws, policies,
procedures, and ordinances promulgated
by Charter and the Anchorage Municipal
Code.

IGC SUPPORT

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	94,570	0	0	0	0	94,570

SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
15	0	0	983,920	14,400	70,720	0	6,000	1,075,040

DEPARTMENT OF PURCHASING

FUNDING LINE

1,075,040

TOTALS FOR DEPARTMENT OF PURCHASING

, FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
15	0	0	983,920	14,400	70,720	0	6,000	1,075,040