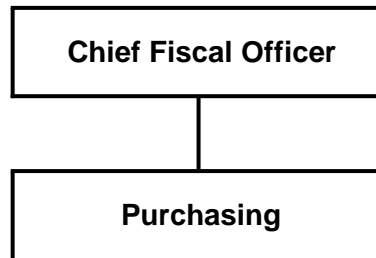

PURCHASING



2005 Resource Plan

Department: Purchasing

Division	<i>Financial Summary</i>		<i>Personnel Summary</i>							
	2004	2005	2004 Revised				2005 Proposed			
	Revised	Proposed	FT	PT	Temp	Total	FT	PT	Temp	Total
Purchasing Services	1,221,740	1,335,030	14			14	15			15
Operating Cost	1,221,740	1,335,030	14	0	0	14	15	0	0	15
Add Debt Service	0	0								
Direct Organization Cost	1,221,740	1,335,030								
Charges From/(To) Others, excluding charges from overhead units	(953,370)	(1,066,530)								
Function Cost	268,370	268,500								
Less Program Revenues	(268,500)	(268,500)								
Net Program Cost	(130)	0								

2005 Resource Costs by Category

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Purchasing Services	1,234,960	10,400	121,560		1,366,920
Operating Cost	1,234,960	10,400	121,560	0	1,366,920
Less Vacancy Factor	(31,890)				(31,890)
Add Debt Service					0
Total Direct Organization Cost	1,203,070	10,400	121,560	0	1,335,030

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

RECONCILIATION FROM 2004 REVISED BUDGET TO 2005 PROPOSED BUDGET
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DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2004 REVISED BUDGET:	\$ 1,221,740	14		
2004 ONE-TIME REQUIREMENTS:				
- None				
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
DEBT SERVICE CHANGES:				
CHANGES IN EXISTING PROGRAMS FOR 2005:				
- Salaries and benefits adjustment	46,910			
- Additional staff to oversee complex contracts	93,190	1		
CONTINUATION LEVEL FOR 2005:	<u>\$ 1,361,840</u>	<u>15</u>	<u>0</u>	<u>0</u>
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
2005 PROGRAMMATIC CHANGES:				
- Procurement savings	(3,760)			
- Health care savings *	(23,050)			
2005 PROPOSED BUDGET:	<u><u>\$ 1,335,030</u></u>	<u><u>15</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

* Includes effect of AMEA negotiated contract savings and Plumbers & Pipefitters projected contract savings.

2005 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.

2004 PERFORMANCES:

- Performed transaction reviews for annual supply contract utilization.
- Continued consolidating purchases of Municipal supplies and services whenever feasible for greater savings.
- Continued to make surplus supplies and materials available on a Municipal wide basis.
- Refined business activities/processes to better utilize PeopleSoft functionality.
- Continued to manage and administer the Procurement Credit Card Program on a Municipal wide basis.
- Provided staff resources to oversee significant and complex contracts to improve effectiveness, manage cost increases/decreases, and to optimize the contract administration function within the Municipality.

2005 PERFORMANCE OBJECTIVES:

- Perform transaction reviews for annual supply contract utilization.
- Continue consolidating purchase of Municipal supplies and services whenever feasible for greater savings.
- Continue to make surplus supplies and materials available on a Municipal wide basis.
- Refine business activities/processes to better utilize PeopleSoft functionality.
- Develop workflow system capabilities within PeopleSoft.
- Provide on-going monitoring of the Procurement Credit Card Program.
- Review expanding the Procurement Credit Card Program for payment of services not currently allowable by the Program.
- Continue to provide staff resources to oversee significant and complex contracts to improve effectiveness and manage cost increases/decreases.
- Work on a development plan to develop a web-based program for distribution of quotes/bids/RFP's electronically in the future.
- Coordinate cooperative purchases with State & local government entities.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	0	0	14	0	0	15	0	0
PERSONAL SERVICES	\$ 1,022,820			\$ 1,086,020			\$ 1,203,070		
SUPPLIES	14,400			10,400			10,400		
OTHER SERVICES	169,470			125,320			121,560		
TOTAL DIRECT COST:	\$ 1,206,690			\$ 1,221,740			\$ 1,335,030		
PROGRAM REVENUES:	\$ 167,000			\$ 268,500			\$ 268,500		

4 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 2, 3, 4

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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
2005 DEPARTMENT RANKING

DEPT: 19 -PURCHASING

DEPT	BUDGET UNIT/ RANK	PROGRAM	SL CODE	SVC LVL
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1	1912-PURCHASING SERVICES		1	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.
	0079-Procurement and Contracti		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	
	TAX SUPPORT			
	IGC SUPPORT			
	PROGRAM REVENUES	8,500		

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
8	0	0	678,340	5,200	22,790	0	0	706,330

2	1912-PURCHASING SERVICES		2	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.
	0079-Procurement and Contracti		OF	
	SOURCE OF FUNDS, THIS SVC LEVEL:		4	
	TAX SUPPORT			
	IGC SUPPORT			
	PROGRAM REVENUES	105,000		

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
5	0	0	360,590	4,700	96,970	0	0	462,260

3	1912-PURCHASING SERVICES		0	3	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.
	0079-Procurement and Contracti		OF		
	SOURCE OF FUNDS, THIS SVC LEVEL:		4		
	TAX SUPPORT				
	IGC SUPPORT				
	PROGRAM REVENUES	155,000			

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	71,980	500	1,800	0	0	74,280

M U N I C I P A L I T Y O F A N C H O R A G E
2005 DEPARTMENT RANKING

DEPT	BUDGET UNIT/
RANK	PROGRAM

SL	SVC
CODE	LVL

4 Provide staff resource to oversee
OF significant and complex contracts to
4 improve effectiveness, manage cost
increases/decreases, and to optimize the
contract administration function within
the Municipality.

PERSONNEL			PERSONAL	OTHER		DEBT	CAPITAL	TOTAL
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	
1	0	0	92,160	0	0	0	0	

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PERSONNEL			PERSONAL	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY
15	0	0	1,203,070	10,400	121,560	0	0
							TOTAL
							1,335,030

----- DEPARTMENT OF PURCHASING	FUNDING LINE	-----
		1,335,030

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	1,203,070	10,400	121,560	0	0	1,335,030