

PURCHASING

PURCHASING DEPARTMENT

PURCHASING

**Municipal
Manager**

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**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 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	\$ 915,780
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	915,780	16			16	16			16
OPERATING COST	929,060	915,780	16			16	16			16
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	929,060	915,780								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	333,490	258,360								
TOTAL DEPARTMENT COST	1,262,550	1,174,140								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,165,550	1,082,140								
FUNCTION COST	97,000	92,000								
LESS PROGRAM REVENUES	97,000	92,000								
NET PROGRAM COST	0	0								

1991 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	800,590	17,100	112,840		930,530
DEPT. TOTAL WITHOUT DEBT SERVICE	800,590	17,100	112,840		930,530
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	785,840	17,100	112,840		915,780

RECONCILIATION FROM 1990 REVISED TO 1991 BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1990 REVISED BUDGET:	\$ 929,060	16FT		
Amount Required to Continue Existing Programs in 1991:	9,140			
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)			
- Medical/Dental Contract Adjustment	(460)			
1991 BUDGET	\$ 915,780	16FT		

