

PURCHASING

PURCHASING DEPARTMENT

Municipal
Manager

Purchasing
Administration
1911

Procurement and
Contracting
1912

Real Estate
Services
1913

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 and disposal of property, materials, supplies, services and equipment.

Major Programming Highlights

- Provide a centralized purchasing function for the municipality.
- Provide for a dedicated purchasing service for the municipal utilities.
- Provide a centralized property disposal program for the municipality.
- Provide a centralized real property acquisition function for the municipality.
- Provide for a dedicated property acquisition program for the municipal utilities.
- Provide enhancements to the consolidated freight program.
- Expand the annual supplies and services contract program.

Resources

	1986	1987
Direct Costs	\$ 2,201,360 *	\$ 1,494,190
Program Revenues	\$ 14,000	\$ 123,000
Personnel	32FT	27FT

* Includes 1986 adjusted budget amounts for Real Estate Services function transferred from Property and Facility Management.

1987 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1986 REVISED	1987 BUDGET	1986 REVISED				1987 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING ADMINISTRATION		358,400					4			4
PURCHASING SERVICES	1,057,830	727,730	22			22	16			16
REAL ESTATE SERVICES	559,620	384,660	10			10	7			7
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OPERATING COST	1,617,450	1,470,790	32			32	27			27
			=====							
ADD DEBT SERVICE	583,910	23,400								
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DIRECT ORGANIZATION COST	2,201,360	1,494,190								
ADD INTRAGOVERNMENTAL CHARGES	1,231,860	684,610								
CHARGES FROM OTHERS										
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TOTAL DEPARTMENT COST	3,433,220	2,178,800								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	2,039,430	2,055,800								
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FUNCTION COST	1,393,790	123,000								
LESS PROGRAM REVENUES	14,000	123,000								
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NET PROGRAM COST	1,379,790	0								

1987 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING ADMINISTRATION	240,260	750	117,390		358,400
PURCHASING SERVICES	686,970	16,600	50,160		753,730
REAL ESTATE SERVICES	377,680	5,270	16,640		399,590
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DEPT. TOTAL WITHOUT DEBT SERVICE	1,304,910	22,620	184,190		1,511,720
LESS VACANCY FACTOR	40,930				40,930
ADD DEBT SERVICE					23,400
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TOTAL DIRECT ORGANIZATION COST	1,263,980	22,620	184,190		1,494,190

ASSEMBLY REVISION

RECONCILIATION FROM 1986 REVISED TO 1987 BUDGET

Department PURCHASING

	Direct Costs	Positions
1986 Revised Budget:	\$ 1,057,830	22FT
Amount Required to Continue Existing Programs in 1987:	61,370	
TRANSFER OF PROGRAMS:		
- Real Estate Services	1,143,020	10FT
- Real Estate Services position to AWWU	(69,930)	(1FT)
- Purchasing Services position to a Municipal utility	(62,500)	(1FT)
- Dedicate two purchasing services positions to the Municipal utilities	(102,690)	(2FT)
REDUCTION IN EXISTING PROGRAMS:		
- Delete two positions in Real Estate Services due to the reduction in Grant and Bond Supported Capital Projects	(83,910)	(2FT)
- Debt service for Humana Option Lots	(560,000)	
NEW PROGRAM:		
- Implement the Municipality's Surplus Property Program	193,370	1FT
MISCELLANEOUS DECREASES:		
- Reduction in personnel account	(55,470)	
- Overtime and advertising expense	(12,550)	
- PERS/overtime adjustment	(14,350)	
1987 BUDGET	\$ 1,494,190	27FT

1987 P R O G R A M P L A N

DEPARTMENT: PURCHASING

DIVISION: PURCHASING ADMINISTRATION

PROGRAM: Purchasing Administration

PURPOSE:

To provide centralized purchasing and real estate services for all municipal agencies and to manage the disposal of surplus/real property.

1986 OBJECTIVES:

- This budget unit is new in 1986 and provides for departmental management and administration.

1987 OBJECTIVES:

- Provides for the planning and direction of the new Purchasing Department.
- Provides for resource allocation and controls of the department.
- Provides computer services for the department.
- Provides for the administration of the municipality's surplus property management program.

RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	4	0	0
PERSONAL SERVICES	\$		0	\$		0	\$	240,260	
SUPPLIES			0			0			750
OTHER SERVICES			0			0			117,390
TOTAL DIRECT COST:	\$		0	\$		0	\$	358,400	
PROGRAM REVENUES:	\$		0	\$		0	\$	103,000	

PERFORMANCE MEASURES:

Work Authorizations	0	0	275
Purchase Orders	0	0	8,400
Auctions	0	0	60

5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 5

ASSEMBLY REVISION 12/16/86

1987 P R O G R A M P L A N

DEPARTMENT: PURCHASING DIVISION: PURCHASING SERVICES
PROGRAM: Procurement and Contracting Services

PURPOSE:

Provide timely support services to the public and Municipal Agencies by purchasing and contracting through a centralized procurement authority and to insure fiscal integrity within budget guidelines.

1986 OBJECTIVES:

- Provide purchasing and contracting services for all municipal agencies.
- Assist in the preparation of requests for proposals.
- Conduct annual sale for the disposal of surplus property.
- Establish a consolidated freight program.
- Provide staff support and technical advise to the Purchasing Committee in the development of the new Purchasing Procedures.
- Increase the number of Municipal Annual Supply Contracts - i.e. office supplies.

1987 OBJECTIVES:

- Implement the new policies and procedures developed by the Purchasing Committee to improve the purchasing services to Municipal Agencies.
- Implement the contract administration system developed by the Purchasing Committee.
- Increase the number of Municipal Annual Supply Contracts.
- Refine and administer the Consolidated Freight Program to reduce Municipal expenditures.

RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	22	0	0	22	0	0	16	0	0
PERSONAL SERVICES	\$	941,930		\$	982,170		\$	660,970	
SUPPLIES		18,670			17,800			16,600	
OTHER SERVICES		61,210			57,860			50,160	
CAPITAL OUTLAY		3,040			0			0	
TOTAL DIRECT COST:	\$	1,024,850		\$	1,057,830		\$	727,730	
PROGRAM REVENUES:	\$	12,500		\$	14,000		\$	20,000	

PERFORMANCE MEASURES:

Formal Bids	200	230	180
Requests for Quotes	400	460	415
Construction Contracts	100	140	120
Purchase Orders Issued	8,400	8,400	7,400
Requests for Proposals	100	100	110

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

ASSEMBLY REVISION 12/16/86

1987 PROGRAM PLAN

DEPARTMENT: PURCHASING
PROGRAM: Real Estate Services

DIVISION: REAL ESTATE SERVICES

PURPOSE:

To provide for the acquisition of all property rights for all municipal agencies and to provide professional staffing to the Heritage Land Bank for the management of those lands.

1986 OBJECTIVES:

- Work with municipal agencies to determine the type of land and/or rights to use of land they may require towards the accomplishment of their goals.
- Acquire title, easements, permits and rights-of-way for municipal agencies.
- Negotiate leases for facilities to be used by municipal agencies.
- Provide services as required by the Heritage Land Bank Commission.

1987 OBJECTIVES:

- Work with municipal agencies to determine the type of land and/or rights to use of land they may require towards the accomplishment of their goals.
- Acquire title, easements, permits, and rights-of-way for municipal agencies.
- Negotiate facility leases for all municipal agencies.
- Provide staffing for the Director of the Heritage Land Bank.

RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	0	0	11	0	0	7	0	0
PERSONAL SERVICES	\$	732,030		\$	602,570		\$	362,750	
SUPPLIES		5,650			5,100			5,270	
OTHER SERVICES		255,490			317,930			16,640	
DEBT SERVICE		644,120			583,910			23,400	
CAPITAL OUTLAY		454,700			2,310			0	
TOTAL DIRECT COST:	\$	2,091,990		\$	1,511,820		\$	408,060	

PERFORMANCE MEASURES:

Easements/permits acquired	685	595	400
Purchase in fee	51	68	20
Selection by State	3	2	10
Leases Negotiated	0	0	15

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

3

ASSEMBLY REVISION 12/16/86