

PURCHASING

PURCHASING DEPARTMENT

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 disposal of property, materials, supplies and equipment.

MAJOR PROGRAMMING HIGHLIGHTS

- Provide a centralized purchasing function for the municipality.
- Provide a centralized property disposal program for the municipality.
- Expand the consolidated freight program for greater savings.
- Expand the annual supplies and services contract program.

RESOURCES

	1987	1988
Direct Costs	\$ 1,494,190	\$ 894,170 *
Program Revenues	\$ 123,000	\$ 117,000
Personnel	27FT	16FT *

* The Real Estate Services function (\$387,660 and 7 positions) was transferred to Public Works.

1988 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY										
	1987 REVISED	1988 BUDGET	1987 REVISED				1988 BUDGET						
			FT	PT	T	TOTAL	FT	PT	T	TOTAL			
PURCHASING ADMINISTRATION	358,400		4			4							
PURCHASING SERVICES	727,730	894,170	16			16		16					16
REAL ESTATE SERVICES	384,660		7			7							
OPERATING COST	1,470,790	894,170	27			27		16					16
ADD DEBT SERVICE	23,400	0											
DIRECT ORGANIZATION COST	1,494,190	894,170											
ADD INTRAGOVERNMENTAL CHARGES CHARGES FROM OTHERS	684,610	275,720											
TOTAL DEPARTMENT COST	2,178,800	1,169,890											
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	2,055,800	1,052,890											
FUNCTION COST	123,000	117,000											
LESS PROGRAM REVENUES	123,000	117,000											
NET PROGRAM COST	0	0											

1988 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	756,210	17,100	146,860		920,170
DEPT. TOTAL WITHOUT DEBT SERVICE	756,210	17,100	146,860		920,170
LESS VACANCY FACTOR	26,000				26,000
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	730,210	17,100	146,860		894,170

RECONCILIATION FROM 1987 REVISED TO 1988 BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS
1987 Revised Budget:	\$ 1,494,190	27FT
TRANSFER TO PUBLIC WORKS:		
- Real Estate Services Division	(387,660)	(7FT)
REDUCTIONS TO EXISTING PROGRAMS:		
- Professional staff	(35,850)	(1FT)
- Support staff	(60,680)	(2FT)
- Contract data entry support	(30,930)	(1FT)
EXPANSIONS IN EXISTING PROGRAMS:		
- None		
NEW PROGRAMS:		
- None		
MISCELLANEOUS INCREASES (DECREASES):		
- Professional services	(13,350)	
- Personnel account	(22,850)	
- Computer maintenance	(22,190)	
- Other costs	(18,860)	
- Benefits adjustment	(7,650)	
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1988 BUDGET	\$ 894,170	16FT

