PURCHASING

PURCHASING DEPARTMENT

Municipal 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 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

	FINANCIAL	SUMMARY	PERSONNEL SUMMARY								
DIVISION	1987 REVISED	1988 BUDGET		1987	REVIS	ED			198	BUDG	ET
] FT	PT	т	TOTAL	I	FT	PT	T	TOTAL
PURCHASING ADMINISTRATION	358,400		4			4	ı				
PURCHASING SERVICES	727,730	894,170	! 16			16	ļ	16			16
REAL ESTATE SERVICES	384,660		7			7	1				
							ı	~			~~
OPERATING COST	1,470,790	894,170	27			27	ı	16			16
			======	*****		======	===	====	=====		=====
ADD DEBT SERVICE	23,400	. 0	ł								
			l								
DIRECT ORGANIZATION COST	1,494,190	894,170									
			ł								
ADD INTRAGOVERNMENTAL CHARGES	684,610	275,720	1								
CHARGES FROM OTHERS			1								
			1								
TOTAL DEPARTMENT COST	2,178,800	1,169,890	I								
			1								
LESS INTRAGOVERNMENTAL	2,055,800	1,052,890	!								
CHARGES TO OTHERS			!					+			
FUNCTION COST	123,000	117,000	!								
		****	1								
LESS PROGRAM REVENUES	123,000	117,000	1								
NET BROOMAN COCT	0	0	1								
NET PROGRAM COST	U									=====	

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:	•	
<ul><li>Professional staff</li><li>Support staff</li><li>Contract data entry support</li></ul>	(35,850) (60,680) (30,930)	
EXPANSIONS IN EXISTING PROGRAMS:		
- None		
NEW PROGRAMS:		
- None		
MISCELLANEOUS INCREASES (DECREASES):		
<ul> <li>Professional services</li> <li>Personnel account</li> <li>Computer maintenance</li> <li>Other costs</li> <li>Benefits adjustment</li> </ul>	(13,350) (22,850) (22,190) (18,860) (7,650)	
1988 BUDGET	\$ 894,170	16FT

#### 1988 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, consistant with applicable laws and regulations, good business practices and sound financial management policies.

#### 1987 PERFORMANCES:

- 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 expeditures.

### 1988 OBJECTIVES:

- Implement the new policies and procedures developed by the Purchasing Committee to improve the purchasing services to Municipal Agencies.
- Implement the automation plan for the Purchasing Department.
- Increase the number of Municipal Annual Supply Contracts.
- Support for the privatization program.

#### RESOURCES:

	1986 REVISED FT PT T	1987 REVISED FT PT T	1988 BUDGET FT PT T
PERSONNEL:	22 0 0	27 0 0	16 0 0
PERSONAL SERVICES SUPPLIES OTHER SERVICES DEBT SERVICE CAPITAL OUTLAY	\$ 1,475,190 22,900 117,050 583,910 2,310	\$ 1,263,980 22,620 184,190 23,400 0	\$ 730,210 17,100 146,860 0
TOTAL DIRECT COST:	\$ 2,201,360	\$ 1,494,190	\$ 894,170
PROGRAM REVENUES:	\$ 14,000	\$ 123,000	\$ 117,000
PERFORMANCE MEASURES: - Formal bids - Requests for quotes - Construction contracts - Purchase orders issued - Requests for proposals	183 419 121 6,959 107	180 415 120 7,000 110	100 240 120 5,000 110

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