

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	\$ 937,930 *
Program Revenues	\$ 123,000	\$ 117,000
Personnel	27FT	17FT *

* 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
PURCHASING ADMINISTRATION	358,400		4			4
PURCHASING SERVICES	727,730	937,930	16			16
REAL ESTATE SERVICES	384,660		7			7
OPERATING COST	1,470,790	937,930	27			27
ADD DEBT SERVICE	23,400	0				
DIRECT ORGANIZATION COST	1,494,190	937,930				
ADD INTRAGOVERNMENTAL CHARGES	684,610	276,270				
CHARGES FROM OTHERS						
TOTAL DEPARTMENT COST	2,178,800	1,214,200				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	2,055,800	1,097,200				
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	785,820	17,350	160,760		963,930
DEPT. TOTAL WITHOUT DEBT SERVICE	785,820	17,350	160,760		963,930
LESS VACANCY FACTOR	26,000				26,000
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	759,820	17,350	160,760		937,930

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:		
- Support staff	(60,680)	(2FT)
- Contract data entry support	(30,930)	(1FT)
EXPANSIONS IN EXISTING PROGRAMS:		
- None		
NEW PROGRAMS:		
- None		
MISCELLANEOUS INCREASES (DECREASES):		
- Personnel account	(22,850)	
- Computer maintenance	(22,190)	
- Other costs	(18,060)	
- 6.6% benefits adjustment	(13,890)	
	<hr/>	<hr/>
1988 BUDGET	\$ 937,930	17FT

