# **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 *				

<sup>\*</sup> 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 REVISED			198	1988 BUDGET				
			FT	PT	т	TOTAL	1	FT	PT	T	TOTAL
PURCHASING ADMINISTRATION	358,400		1 4			4	ı				
PURCHASING SERVICES	727,730	937,930	16			16	1	17			17
REAL ESTATE SERVICES	384,660		7	-		7	ı				
							1				*****
OPERATING COST	1,470,790	937,930	27			27	1	17			17
			======		=====	======	==:	=====	====	=====	=====
ADD DEBT SERVICE	23,400	0	1								
			1								
DIRECT ORGANIZATION COST	1,494,190	937,930	1								
			1								
ADD INTRAGOVERNMENTAL CHARGES	684,610	276,270	1								
CHARGES FROM OTHERS			I								
	*** *** *** *** *** *** *** ***		l								
TOTAL DEPARTMENT COST	2,178,800	1,214,200	1								
•			1								
LESS INTRAGOVERNMENTAL	2,055,800	1,097,200	1								
CHARGES TO OTHERS			1								
			1								
FUNCTION COST	123,000	117,000	1								
•			1								
LESS PROGRAM REVENUES	123,000	117,000	1								
			1								
NET PROGRAM COST	0	0	1								
NET PROGRAM COST	-	0	 					<b></b>	.====	====:	

### 1988 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT
PURCHASING SERVICES	785,820	17,350	160,760		963,930
DEPT. TOTAL WITHOUT DEBT SERVICE LESS VACANCY FACTOR ADD DEBT SERVICE	785,820 26,000	17,350	160,760		963,930 26,000
TOTAL DIRECT ORGANIZATION COST	759,820	27,350	160,760		937,039

# RECONCILIATION FROM 1987 REVISED TO 1988 BUDGET

## DEPARTMENT: PURCHASING

	Dire	ест Costs	Positions
1987 Revised Budget:	\$ 1	1,494,190	27FT
TRANSFER TO PUBLIC WORKS:			
- Real Estate Services Division		(387,660)	(7FT)
REDUCTIONS TO EXISTING PROGRAMS:			
<ul><li>Support staff</li><li>Contract data entry support</li></ul>		(60,680) (30,930)	
EXPANSIONS IN EXISTING PROGRAMS:			
- None			
NEW PROGRAMS:			
- None			
MISCELLANEOUS INCREASES (DECREASES):			
<ul><li>Personnel account</li><li>Computer maintenance</li><li>Other costs</li><li>6.6% benefits adjustment</li></ul>		(22,850) (22,190) (18,060) (13,890)	-
1988 BUDGET	\$	937,930	17FT

### 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:

	198	6 REVIS	ED	1987	REVI	SED	1988	BUE	)GET
	FT	PΤ	T	FT	PT	T	FT	PT	Τ
PERSONNEL:	22	0	0	16	0	0	17	0	0
PERSONAL SERVICES SUPPLIES OTHER SERVICES	\$	982,1 17,8 57,8	00	\$		,970 ,600 ,160	\$	759 17 160	350
TOTAL DIRECT COST:	\$	1,057,8	30	\$	727,	730	\$	937	930
PROGRAM REVENUES:	\$	14,0	00	\$	20,	000	\$	117	000
PERFORMANCE MEASURES:									
- Formal bids		1	83			180			132
- Requests for quotes		4	19			415			300
- Construction contracts		1	21			120			120
<ul> <li>Purchase orders issued</li> </ul>		6,9	59		7,	,000		5	200
<ul> <li>Requests for proposals</li> </ul>		1	07			110			110

<sup>2</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 1, 2