

PURCHASING

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**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 utilization or disposal of excess/surplus property and materials.

MAJOR PROGRAMMING HIGHLIGHTS

- Provide a centralized purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Consolidation of municipal supplies and services for greater savings.
- Enhance automation capabilities for greater efficiency.

RESOURCES

	1991	1992
Direct Costs	\$ 915,780	\$ 989,510
Program Revenues	\$ 92,000	\$ 92,000
Personnel	16FT	15FT 1PT

1992 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1991 REVISED	1992 BUDGET	1991 REVISED		1992 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	915,780	989,510	16			16
OPERATING COST	915,780	989,510	16			16
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	915,780	989,510				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	255,100	266,860				
TOTAL DEPARTMENT COST	1,170,880	1,256,370				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,082,140	1,164,370				
FUNCTION COST	88,740	92,000				
LESS PROGRAM REVENUES	92,000	92,000				
NET PROGRAM COST	3,260-	0				

1992 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	884,290	17,110	102,860		1,004,260
DEPT. TOTAL WITHOUT DEBT SERVICE	884,290	17,110	102,860		1,004,260
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	869,540	17,110	102,860		989,510

RECONCILIATION FROM 1991 REVISED TO 1992 BUDGET REQUEST
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DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1991 REVISED BUDGET:	\$ 915,780	16		
1991 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1992:				
- Salaries and Benefits Adjustment	101,000			
- Non-Personal Services Inflation Adjustment	5,200			
TRANSFERS TO/FROM OTHER DEPARTMENTS:				
- None				
REDUCTIONS IN EXISTING PROGRAMS:				
- Peak Season Clerical Support	(17,290)	(1)	1	
- Non-Personal Services Inflation Absorption	(5,200)			
EXPANSIONS IN EXISTING PROGRAMS:				
- None				
NEW PROGRAMS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Miscellaneous Contractual Services	(9,980)			
1992 BUDGET REQUEST	<u>\$ 989,510</u>	<u>15FT</u>	<u>1PT</u>	<u>0T</u>

1992 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, consistent with applicable laws and regulations, good business practices and sound financial management policies.

1991 PERFORMANCES:

- Continued consolidation of municipal supplies and services for greater savings.
- Maximize utilization of surplus supplies and materials on a municipal wide basis.
- Continue programs for participation of local vendors for municipal business.
- Participate in implementing the 1991 MISD automation systems work plan.
- Enhance department automation capabilities for greater efficiency.

1992 OBJECTIVES:

- Continued consolidation of municipal supplies and services for greater savings.
- Continue to utilize surplus supplies and materials on a Municipal wide basis.
- Update vendor data base for local vendors of supplies and services in Municipal business.
- Participate in implementing the 1992 MISD automation systems work plan.
- Improve the Purchasing Department's automated systems.

RESOURCES:

	1990 REVISED			1991 REVISED			1992 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	16	0	0	16	0	0	15	1	0
PERSONAL SERVICES	\$	786,280		\$	785,840		\$	869,540	
SUPPLIES		17,100			17,100			17,110	
OTHER SERVICES		123,680			112,840			102,860	
CAPITAL OUTLAY		2,000			0			0	
TOTAL DIRECT COST:	\$	929,060		\$	915,780		\$	989,510	
PROGRAM REVENUES:	\$	97,000		\$	92,000		\$	92,000	

PERFORMANCE MEASURES:

- Construction Contracts	62	85	85
- Formal Bids	107	150	160
- Request for Proposals	96	100	85
- Request for Quotes	400	375	375
- Purchase Orders Issued (Includes Change Orders and Releases)	7,365	6,800	7,300

3 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 2, 3