

**PURCHASING**

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**Municipal  
Manager**

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**Purchasing  
1912**

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**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**

	1992	1993
Direct Costs	\$ 987,960	\$ 904,630
Program Revenues	\$ 92,000	\$ 80,000
Personnel	15FT 1PT	13FT

1993 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1992 REVISED	1993 BUDGET	1992 REVISED		1993 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	987,960	904,630	15	1	16	13
OPERATING COST	987,960	904,630	15	1	16	13
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	987,960	904,630				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	266,340	230,730				
TOTAL DEPARTMENT COST	1,254,300	1,135,360				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,162,500	1,054,840				
FUNCTION COST	91,800	80,520				
LESS PROGRAM REVENUES	92,000	80,000				
NET PROGRAM COST	200-	520				

1993 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	820,120	12,000	87,260		919,380
DEPT. TOTAL WITHOUT DEBT SERVICE	820,120	12,000	87,260		919,380
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	805,370	12,000	87,260		904,630

**RECONCILIATION FROM 1992 REVISED TO 1993 BUDGET REQUEST**

**DEPARTMENT: PURCHASING**

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
<b>1992 REVISED BUDGET:</b>	\$ 987,960	15	1	
<b>1992 ONE-TIME REQUIREMENTS:</b>				
- None				
<b>AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1993:</b>				
- Salaries and Benefits Adjustment	49,460			
- Non-Personal Services Inflation Adjustment	4,330			
<b>TRANSFERS TO/FROM OTHER DEPARTMENTS:</b>				
- None				
<b>1992 CONTINUATION LEVEL:</b>	\$ 1,041,750			
<b>REDUCTIONS IN COSTS OF EXISTING PROGRAMS:</b>				
- Seasonal Construction Clerical Support, ATU	(23,550)			(1)
- Buyer Personnel, ATU	(56,550)	(1)		
- Bid Clerk Personnel, ATU	(34,520)	(1)		
- Reduction in Postage and Supplies	(12,500)			
- Auctioneering Services	(12,000)			
<b>EXPANSIONS IN EXISTING PROGRAMS:</b>				
- None				
<b>NEW PROGRAMS:</b>				
- None				
<b>MISCELLANEOUS INCREASES (DECREASES):</b>				
- Non-Personal Services Inflation Adjustment	(4,330)			
- Miscellaneous Account Changes	6,330			
<b>1993 BUDGET REQUEST</b>	\$ 904,630	13FT	OPT	OT

1993 P R O G R A M P L A N

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 practices.

1992 PERFORMANCES:

- Continue 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.

1993 OBJECTIVES:

- Continue consolidation of municipal supplies and services for greater savings.
- Continue to utilize surplus supplies and materials on a Municipal wide basis.
- Finalize updating and archiving the vendor data base to include records retention.
- Improve the Purchasing Department's automated systems.
- Update the Municipal Purchasing Requestor's Guide Handbook.
- Audit transactions of the Annual Supply Contracts and the Blanket Purchase Orders.

RESOURCES:

	1991 REVISED			1992 REVISED			1993 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	16	0	0	15	1	0	13	0	0
PERSONAL SERVICES	\$	785,840		\$	864,140		\$	805,370	
SUPPLIES		17,100			17,110			12,000	
OTHER SERVICES		112,840			106,710			87,260	
TOTAL DIRECT COST:	\$	915,780		\$	987,960		\$	904,630	
PROGRAM REVENUES:	\$	92,000		\$	92,000		\$	80,000	

PERFORMANCE MEASURES:

- Construction Contracts	61	85	85
- Formal Bids	170	160	130
- Request for Proposals	61	85	70
- Request for Quotes	409	375	325
- Purchase Orders Issued (Includes Change Orders and Releases)	7,588	7,300	5,700

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