

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

	1993	1994
Direct Costs	\$ 904,480	\$ 898,280
Program Revenues	\$ 80,000	\$ 80,000
Personnel	13FT	13FT

1994 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1993 REVISED	1994 BUDGET	1993 REVISED				1994 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	904,480	898,280	13			13	13			13
OPERATING COST	904,480	898,280	13			13	13			13
ADD DEBT SERVICE	0	0								
DIRECT ORGANIZATION COST	904,480	898,280								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	234,080	254,450								
TOTAL DEPARTMENT COST	1,138,560	1,152,730								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,058,590	1,072,730								
FUNCTION COST	79,970	80,000								
LESS PROGRAM REVENUES	80,000	80,000								
NET PROGRAM COST	30-	0								

1994 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	813,740	12,000	87,290		913,030
DEPT. TOTAL WITHOUT DEBT SERVICE	813,740	12,000	87,290		913,030
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	798,990	12,000	87,290		898,280

RECONCILIATION FROM 1993 REVISED BUDGET TO 1994 BUDGET

DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1993 REVISED BUDGET:	\$ 904,480	13		
1993 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1994:				
- Salaries and Benefits Adjustment	(5,960)			
- Non-Personal Services Inflation Adjustment	3,370			
1993 CONTINUATION LEVEL:	<u>\$ 901,890</u>			
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Non-Personal Services Inflation Adjustment	(3,370)			
- Miscellaneous Account Changes	(240)			
1994 BUDGET:	<u>\$ 898,280</u>	<u>13FT</u>	<u>OPT</u>	<u>OT</u>

1994 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.

1993 PERFORMANCES:

- Continued consolidation of municipal supplies and services for greater savings.
- Continued utilization of surplus supplies and materials on a Municipal wide basis.
- Updated and archived the vendor/bidder data base and associated purchasing records.
- Improved the Purchasing Department's automated systems.
- Audited transactions of the Annual Supply Contracts and the Blanket Purchase Orders.
- Eliminated carboned bid and quotation forms for greater efficiency and cost savings.
- Updated the Municipal Purchasing Requestor's Guide Handbook.

1994 PERFORMANCE OBJECTIVES:

- Continue to audit transactions of the Annual Supply Contracts and the Blanket Purchase Orders.
- Continue to improve the Purchasing Department's automated systems.
- Continue consolidation of municipal supplies and services for greater savings.
- Continue to utilize surplus supplies and materials on a Municipal wide basis.

RESOURCES:

	1992 REVISED			1993 REVISED			1994 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	15	1	0	13	0	0	13	0	0
PERSONAL SERVICES	\$	864,140		\$	805,220		\$	798,990	
SUPPLIES		17,110			12,000			12,000	
OTHER SERVICES		106,710			86,890			87,290	
CAPITAL OUTLAY		0			370			0	
TOTAL DIRECT COST:	\$	987,960		\$	904,480		\$	898,280	
PROGRAM REVENUES:	\$	92,000		\$	80,000		\$	80,000	

WORK MEASURES:

- Construction Contracts		61		85		95
- Formal Bids		191		130		130
- Request for Proposals		99		70		85
- Request for Quotes		461		325		400
- Purchase Orders Issued (Includes Change Orders and Releases)		7,723		5,700		5,700

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

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