

PURCHASING

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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 utilization or disposal of excess/surplus property and materials.

Major Program 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

	1994	1995
Direct Costs	\$ 895,930	\$ 897,840
Program Revenues	\$ 80,000	\$ 80,000
Personnel	13FT	13FT

1995 R E S O U R C E P L A N

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1994 REVISED	1995 BUDGET	1994 REVISED		1995 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	895,930	897,840	13			13
OPERATING COST	895,930	897,840	13			13
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	895,930	897,840				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	254,450	235,580				
TOTAL DEPARTMENT COST	1,150,380	1,133,420				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,072,730	1,052,580				
FUNCTION COST	77,650	80,840				
LESS PROGRAM REVENUES	80,000	80,000				
NET PROGRAM COST	2,350-	840				

1995 R E S O U R C E S B Y C A T E G O R Y O F E X P E N S E

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	801,040	12,000	90,050	9,500	912,590
DEPT. TOTAL WITHOUT DEBT SERVICE	801,040	12,000	90,050	9,500	912,590
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	786,290	12,000	90,050	9,500	897,840

RECONCILIATION FROM 1994 REVISED BUDGET TO 1995 PROPOSED BUDGET
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DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		FT	PT	T
1994 REVISED BUDGET:	\$ 895,930	13		
1994 ONE-TIME REQUIREMENTS:				
- None				
1994 BUDGET REDUCTIONS (1995 IMPACT):				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1995:				
- Salaries and Benefits Adjustment	16,440			
- Non-Personal Services Inflation Adjustment	4,130			
1994 CONTINUATION LEVEL:	<u>\$ 916,500</u>	<u>13</u>		
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
MISCELLANEOUS INCREASES (DECREASES):				
- Personal Services Changes	(18,660)			
1995 BUDGET REQUEST:	<u>\$ 897,840</u>	<u>13</u>	<u>FT</u>	<u>OPT</u> <u>OT</u>

1995 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.

1994 PERFORMANCES:

- Audited transactions of the Annual Supply Contracts and the Blanket Purchase Orders.
- Improved the Purchasing Department's automated systems.
- Continued consolidating the municipal supplies and services for greater savings.
- Continued using surplus supplies and materials on a Municipal wide basis.

1995 PERFORMANCE OBJECTIVES:

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

RESOURCES:

	1993 REVISED			1994 REVISED			1995 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	13	0	0	13	0	0
PERSONAL SERVICES	\$	805,220		\$	774,570		\$	786,290	
SUPPLIES		12,000			12,000			12,000	
OTHER SERVICES		86,890			87,290			90,050	
CAPITAL OUTLAY		370			22,070			9,500	
TOTAL DIRECT COST:	\$	904,480		\$	895,930		\$	897,840	
PROGRAM REVENUES:	\$	80,000		\$	80,000		\$	80,000	

WORK MEASURES:

- Construction Contracts		65		95		70
- Formal Bids		115		130		130
- Request for Proposals		81		85		85
- Request for Quotes		415		400		440
- Purchase Orders Issued (Includes Change Orders and Releases)		5,553		5,700		5,600

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

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