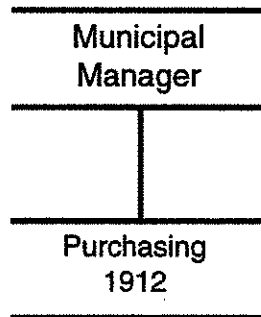


PURCHASING

PURCHASING



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 within the department for greater efficiency.

RESOURCES

	1995	1996
Direct Costs	\$ 891,200	\$ 872,820
Program Revenues	\$ 80,000	\$ 74,000
Personnel	13FT	13FT

1996 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1995 REVISED	1996 BUDGET	1995 REVISED		1996 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	891,200	872,820	13			13
OPERATING COST	891,200	872,820	13			13
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	891,200	872,820				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	235,050	222,160				
TOTAL DEPARTMENT COST	1,126,250	1,094,980				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,048,270	1,020,980				
FUNCTION COST	77,980	74,000				
LESS PROGRAM REVENUES	80,000	74,000				
NET PROGRAM COST	2,020-	0				

1996 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	782,380	12,000	87,190	6,000	887,570
DEPT. TOTAL WITHOUT DEBT SERVICE	782,380	12,000	87,190	6,000	887,570
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	767,630	12,000	87,190	6,000	872,820

RECONCILIATION FROM 1995 REVISED BUDGET TO 1996 BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1995 REVISED BUDGET:	\$ 891,200	13	0	0
1995 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1996:				
- Salaries and Benefits Adjustment	(15,700)			
- Non-Personal Services Inflation Adjustment	3,350			
1995 CONTINUATION LEVEL:	\$ 878,850	13	0	0
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
MISCELLANEOUS INCREASES (DECREASES)				
- Surplus Property Program	(6,000)			
- Miscellaneous Increases/Reductions	(30)			
1996 BUDGET REQUEST:	\$ 872,820	13 FT	0 PT	0 T

1996 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 practices.

1995 PERFORMANCES:

- Consolidated Municipal supplies and services for greater savings.
- Utilized surplus supplies and materials on a Municipal-wide basis.
- Replaced part of the Purchasing Department's automated systems which were deteriorating and becoming obsolete.

1996 PERFORMANCE OBJECTIVES:

- Continue to audit transactions from annual supply contracts and the blanket purchase orders.
- Continue consolidating purchases of Municipal supplies and services wherever feasible for greater savings.
- Continue to make surplus supplies and materials available on a Municipal-wide basis.
- Finish improving and replacing the Purchasing Department's automated systems which are deteriorating and becoming obsolete.

RESOURCES:

	1994 REVISED			1995 REVISED			1996 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	13	0	0	13	0	0	13	0	0
PERSONAL SERVICES	\$	774,570		\$	779,650		\$	767,630	
SUPPLIES		12,000			12,000			12,000	
OTHER SERVICES		87,290			90,050			87,190	
CAPITAL OUTLAY		22,070			9,500			6,000	
TOTAL DIRECT COST:	\$	895,930		\$	891,200		\$	872,820	
PROGRAM REVENUES:	\$	80,000		\$	80,000		\$	74,000	

WORK MEASURES:

- Construction contracts		64		70		75
- Formal bids		130		130		140
- Request for Proposals		83		85		90
- Request for Quotes		397		440		450
- Purchase Orders issued (includes Change Orders and Releases)		6,077		5,600		6,000

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

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