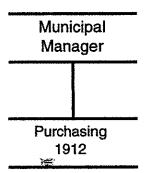
PURCHASING

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	1996	1997
Direct Costs	\$ 879,620	\$ 897,500
Program Revenues	\$ 74,000	\$ 72,000
Personnel	13FT	13FT

1997 RESOURCE PLAN

DEPARTMENT: PURCHASING

DEPARTMENT: FORCHASING	FINANCIAL	. SUMMARY	PERSONNEL SUMMARY								
DIVISION	1996 REVISED	1997 BUDGET		1996	REVIS	ED			199	7 BUD	SET
			I FT	PT	т	TOTAL	ı	FT	PT	T	TOTAL
PURCHASING SERVICES	879,620	897,500	1 13			13	ł	13			13
		up an an an an an an an an an	i				ı				
OPERATING COST	879,620	897,500	1 13			13	ı	13			13
			======	=====	=====	=====	===	====	=====	====	======
ADD DEBT SERVICE	0	0	l								
			1								
DIRECT ORGANIZATION COST	879,620	897,500	!								
ADD INTRAGOVERNMENTAL	221,830	229,960	1								
CHARGES FROM OTHERS			1								
TOTAL DEDILOTIES COOT	1 101 650	1,127,460	<u> </u>								
TOTAL DEPARTMENT COST	1,101,450	1,12/,460	1								
LESS INTRAGOVERNMENTAL	1,027,080	1,055,460	1								
CHARGES TO OTHERS	1,027,000	2,000,100	i								
CHARGES TO OTHERS			i								
FUNCTION COST	74,370	72,000	ì								
r with a wall was a		• • • •	l								
LESS PROGRAM REVENUES	74,000	72,000	I								
			1								
NET PROGRAM COST	370	0	 					a			

1997 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	804,670	12,000	85,060	10,520	912,250
DEPT. TOTAL WITHOUT DEBT SERVICE LESS VACANCY FACTOR ADD DEBT SERVICE	804,670 14,750	12,000	85,060	10,520	912,250 14,750
ADD DEDT CERTICE	44. 10. 10. 10. 10. 10. 10. 10. 10. 10.				nips sign map then note that the test state over the test
TOTAL DIRECT ORGANIZATION COST	789,920	12,000	85,060	10,520	897,500

RECONCILIATION FROM 1996 REVISED BUDGET TO 1997 BUDGET

DEPARTMENT: PURCHASING							
	DIRI	ECT COSTS	POSITIONS				
	***************************************		FT	PT	T		
1996 REVISED BUDGET:	\$	879,620	13	0	0		
1996 ONE-TIME REQUIREMENTS: - None							
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1997:							
Salaries and Benefits AdjustmentNon-Personal Services Inflation Adjustment		14,620 3,260					
1996 CONTINUATION LEVEL:	\$	897,500	13	0	0		
FUNDED NEW/EXPANDED SERVICE LEVELS: - None							
UNFUNDED CURRENT SERVICE LEVELS: - None							
MISCELLANEOUS INCREASES (DECREASES) - None							
1997 BUDGET:	\$	897,500	13 FT	0 PT	0 T		

1997 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.

1996 PERFORMANCES:

 Continued consolidating purchases of Municipal supplies and services wherever feasible for greater savings.

- Continued to make surplus supplies and materials available on a

Municipal-wide basis.

- Continued improving and replacing the Purchasing Department's automated systems which were deteriorating and becoming obsolete.

1997 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:

	1995 FT	REVISED PT T	1996 FT	REVISED PT T	1997 FT	BUDGET PT T
PERSONNEL:	13	0 0	13	i o	13	o o
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	779,650 12,000 90,050 9,500	\$	774,430 12,000 87,190 6,000	\$	789,920 12,000 85,060 10,520
TOTAL DIRECT COST:	\$	891,200	\$	879,620	\$	897,500
PROGRAM REVENUES:	\$	80,000	\$	74,000	\$	72,000
WORK MEASURES: - Construction contracts - Formal bids - Request for Proposals - Request for Quotes - Purchase Orders issued (includes Change Orders and Releases)		75 141 80 292 6,016		85 130 80 350 6,000		85 130 80 400 6,000

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