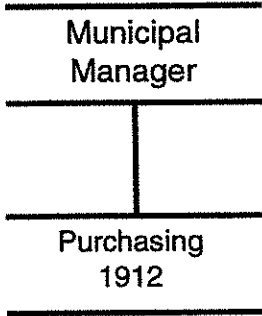


PURCHASING

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

	1997	1998
Direct Costs	\$ 897,500	\$ 884,740
Program Revenues	\$ 72,000	\$ 72,000
Personnel	13FT	13FT

1998 R E S O U R C E P L A N

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1997 REVISED	1998 BUDGET	1997 REVISED		1998 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	897,500	884,740	13			13
OPERATING COST	897,500	884,740	13			13
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	897,500	884,740				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	229,960	226,990				
TOTAL DEPARTMENT COST	1,127,460	1,111,730				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,055,460	1,039,730				
FUNCTION COST	72,000	72,000				
LESS PROGRAM REVENUES	72,000	72,000				
NET PROGRAM COST	0	0				

1998 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	804,080	12,000	83,410		899,490
DEPT. TOTAL WITHOUT DEBT SERVICE	804,080	12,000	83,410		899,490
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	789,330	12,000	83,410		884,740

RECONCILIATION FROM 1997 REVISED BUDGET TO 1998 BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1997 REVISED BUDGET:	\$ 897,500	13		
1997 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1998:				
- Salaries and Benefits Adjustment	(5,090)			
- Non-Personal Services Inflation Adjustment	3,230			
- Reduction in Budgeted Costs of Programs and Services	(10,900)			
MISCELLANEOUS INCREASES (DECREASES):				
- None				
1997 CONTINUATION LEVEL:	\$ 884,740	13	0	0
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- None				
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
1998 BUDGET:	\$ 884,740	13 FT	0 PT	0 T

