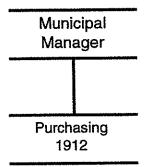


# **PURCHASING**



### **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 RESOURCE PLAN

DEPARTMENT: PURCHASING

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

### 1998 RESOURCES BY CATEGORY OF EXPENSE

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 ADD DEBT SERVICE	14,750				14,750
ADD DED! SERVICE			****		
TOTAL DIRECT ORGANIZATION COST	789,330	12,000	83,410		884,740

# RECONCILIATION FROM 1997 REVISED BUDGET TO 1998 BUDGET

DEPARTMENT:	<b>PURCHASING</b>
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	DIRE	CT 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 - Non-Personal Services Inflation Adjustment - Reduction in Budgeted Costs of Programs and Services		(5,090) 3,230 (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		

### 1998 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.

### 1997 PERFORMANCES:

- Audited transactions from Annual Supply Contracts and the Blanket Purchase Orders.
- Consolidated purchases of Municipal supplies and services wherever feasible for greater savings.
- Made surplus supplies and materials available on a Municipal wide basis.
- Continued improving and replacing the Department's automated systems which are deteriorating and becoming obsolete.

#### 1998 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:**

		1996 REVISED		1997 REVISED			1998	BUDGET		
PERSONNEL:		FT 13	PT 0	0	FT 13	PT O	T 0	FT 13	PT O	T 0
	PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	87	430 ,000 ,190 ,000	\$	12 85	,920 ,000 ,060 ,520	\$	789,33 12,00 83,43	00
TOTAL	DIRECT COST:	\$	879	620	\$	897	,500	\$	884,7	40
PROGRA	AM REVENUES:	\$	74,	,000	\$	72	,000	\$	72,0	00
 Forma Reques Reques Purcha (inclu	ruction contracts		6	101 148 78 273 108		6	85 130 80 250 ,150		1	85 50 80 25 00

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