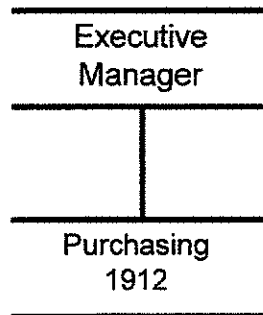


PURCHASING

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

	1998	1999
Direct Costs	\$ 946,030	\$1,075,040
Program Revenues	\$ 72,000	\$ 67,000
Personnel	14FT	15FT

1999 R E S O U R C E P L A N

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1998 REVISED	1999 BUDGET	1998 REVISED		1999 BUDGET	
			FT	PT	T	TOTAL
PURCHASING SERVICES	946,030	1,075,040	14			14
OPERATING COST	946,030	1,075,040	14			14
ADD DEBT SERVICE	0	0				
DIRECT ORGANIZATION COST	946,030	1,075,040				
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	226,990	316,400				
TOTAL DEPARTMENT COST	1,173,020	1,391,440				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,079,840	1,323,770				
FUNCTION COST	93,180	67,670				
LESS PROGRAM REVENUES	72,000	67,000				
NET PROGRAM COST	21,180	670				

1999 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	998,670	14,400	70,720	6,000	1,089,790
DEPT. TOTAL WITHOUT DEBT SERVICE	998,670	14,400	70,720	6,000	1,089,790
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	983,920	14,400	70,720	6,000	1,075,040

RECONCILIATION FROM 1998 REVISED BUDGET TO 1999 BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS		
		FT	PT	T
1998 REVISED BUDGET:	\$ 946,030	14		
1998 ONE-TIME REQUIREMENTS:				
- None				
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 1999:				
- Salaries and Benefits Adjustment	34,440			
MISCELLANEOUS INCREASES (DECREASES):				
- None				
1998 CONTINUATION LEVEL:	\$ 980,470	14	0	0
FUNDED NEW/EXPANDED SERVICE LEVELS:				
- <i>Deputy Purchasing Officer to Cover Increased Workload and Assist in Daily Departmental Operations</i>	94,570	1		
UNFUNDED CURRENT SERVICE LEVELS:				
- None				
1999 BUDGET:	\$ 1,075,040	15 FT	0 PT	0 T

