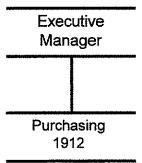
PURCHASING

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 RESOURCE PLAN

DEPARTMENT: PURCHASING

DELARTHEME: TORCHASERO											
	FINANCIAL	. SUMMARY			PE	RSONNE	LS	SUMMA	RY		
DIVISION	1998 REVISED	1999 BUDGET		1998	REVIS	ED			199	9 BUD	GET
			1 FT	PT	Ŧ	TOTAL	1	FT	PT	T	TOTAL
PURCHASING SERVICES	946,030	1,075,040	14			14	1	15			15
			1				ı				
OPERATING COST	946,030	1,075,040	14			14	ļ	15			15
	•		======	=====	=====		==:	====	=====	====	
ADD DEBT SERVICE	0	0	l								
			i								
DIRECT ORGANIZATION COST	946.030	1,075,040	i								
	, , , , , , ,	.,,	i								
ADD INTRAGOVERNMENTAL	226,990	316,400	i								
CHARGES FROM OTHERS			1								
THE THE TENE			i								
TOTAL DEPARTMENT COST	1,173,020	1,391,440	1								
TOTAL BLI AKTISLIVE COST	1,110,020	1,071,440	1								
LESS INTRAGOVERNMENTAL	1 070 060	1,323,770	1								
	1,077,040	1,323,770	i i			-					
CHARGES TO OTHERS			i 1								
CINICTION COOT			1								
FUNCTION COST	93,180	67,670	1								
			!								
LESS PROGRAM REVENUES	72,000	67,000	1								
			1								
NET PROGRAM COST	21,180	670	ŀ								
				=====	=====	=====	==:	====	=====	=====	======

1999 RESOURCES BY CATEGORY OF EXPENSE

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 LESS VACANCY FACTOR ADD DEBT SERVICE	998,670 14,750	14,400	70,720	6,000	1,089,790 14,750
TOTAL DIRECT ORGANIZATION COST	983,920	14,400	70,720	6,000	1,075,040

RECONCILIATION FROM 1998 REVISED BUDGET TO 1999 BUDGET

	DIR	ECT 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:						
- Deputy Purchasing Officer to Cover Increased Workload and Assist in Daily Departmental Operations		94,570	1			
UNFUNDED CURRENT SERVICE LEVELS: - None						
1999 BUDGET:	\$	1,075,040	15 FT	0 PT	<u> </u>	

1999 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.

1998 PERFORMANCES:

- Continued auditing transactions from annual supply contracts and the blanket purchase orders.
- 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 to become Year 2000 compatible.

1999 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 implementing and updating the Year 2000 program.

RESOURCES:

PER:	SONNEL:	1997 FT 13	REVI PT 0	SED T 0	1998 FT 14	REVI PT 0	ISED T 0	199 FT 15	9 BUDGET PT T 0 0
	PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	85,	920 000 060 520	\$	14 80	,140 ,200 ,280 ,410	\$	983,920 14,400 70,720 6,000
TOTA	AL DIRECT COST:	\$	897,	500	\$	946	,030	\$	1,075,040
PRO	GRAM REVENUES:	\$	72,	000	\$	72	,000	\$	67,000
- Ford - Req - Req - Purd (in	SURES: struction contracts mal bids uest for Proposals uest for Quotes chase Orders issued cludes Change Orders Releases)			73 166 97 305 140		6	105 150 80 275 ,250		90 155 85 280 6,300

2 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 1, 2