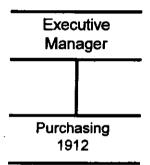
# PURCHASING

# **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.
- Training and implementation of PeopleSoft Purchasing Applications on a Municipal-wide basis.
- Refine Business Activities/Processes to better utilize PeopleSoft functionality.
- Develop workflow system capabilities within PeopleSoft for increased efficiency.
- Develop business plan for review/applicability of procurement cards.

RESOURCES	1999	2000				
Direct Costs	\$ 1,075,040	\$ 1,071,260				
Program Revenues	\$ 67,000	\$ 67,000				
Personnel	15FT	15FT				

### 2000 RESOURCE PLAN

DEPARTMENT: PURCHASING

	FINANCIAL	SUMMARY	PERSONNEL SUMMARY					RY			
DIVISION	1999 REVISED	2000 BUDGET	1999 REVISED					2000 BUDGET			
			Į FT	PT	Т	TOTAL	FT	PT	Т	TOTAL	
PURCHASING SERVICES	1,075,040	1,071,260	15			15	15			15	
			1								
OPERATING COST	1,075,040	1,071,260	15			15	15			15	
			}======	=====	202222	======	=====		=====	****	
ADD DEBT SERVICE	0	0	1								
			1								
DIRECT ORGANIZATION COST	1,075,040	1,071,260	1								
			1								
ADD INTRAGOVERNMENTAL	228,810	320,570	I								
CHARGES FROM OTHERS			1								
		~~~~~~	1								
TOTAL DEPARTMENT COST	1,303,850	1,391,830	1								
			1								
LESS INTRAGOVERNMENTAL	1,236,070	1,324,180	1								
CHARGES TO OTHERS			I								
			1								
FUNCTION COST	67,780	67,650	I								
			1								
LESS PROGRAM REVENUES	67,000	67,000	1								
			ŀ								
NET PROGRAM COST	780	650	1								

### 2000 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL Services	SUPPLIES	OTHER Services	CAPITAL Outlay	TOTAL DIRECT COST
PURCHASING SERVICES	994,890	14,400	70,720	6,000	1,086,010
DEPT. TOTAL WITHOUT DEBT SERVICE LESS VACANCY FACTOR	994,890 14,750	14,400	70,720	6,000	1,086,010 14,750
ADD DEBT SERVICE					
TOTAL DIRECT ORGANIZATION COST	980,140	14,400	70,720	6,000	1,071,260

# RECONCILIATION FROM 1999 REVISED BUDGET TO 2000 BUDGET

# **DEPARTMENT: PURCHASING**

	DIR	ECT COSTS	POSITIONS				
			FT	PT	T		
1999 REVISED BUDGET:	\$	1,075,040	15				
1999 ONE-TIME REQUIREMENTS: - None							
AMOUNT REQUIRED TO CONTINUE EXISTING PROGRAMS IN 2000: - Salaries and benefits adjustment		(3,780)					
MISCELLANEOUS INCREASES/(DECREASES): - None							
1999 CONTINUATION LEVEL:	\$	1,071,260	15	0	0		
BUDGET REDUCTIONS: - None							
NEW/EXPANDED SERVICE LEVELS: - None							
2000 BUDGET:	\$	1,071,260	15 FT	0 PT	0 T		

#### 2000 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.

#### 1999 PERFORMANCES:

- Continued to audit transactions from annual supply contracts and vendor contracts.

- 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 implementing and updating the Year 2000 program.

### 2000 PERFORMANCE OBJECTIVES:

- Perform transaction reviews for annual supply contracts and vendor contract utilization.

- Continue consolidating purchases of Municipal supplies and services whenever feasible for greater savings.

- Continue to make surplus supplies and materials available on a Municipal wide basis.

- Training and implementation of PeopleSoft Purchasing Applications on a Municipal-wide basis.

 Refine Business Activities/Processes to better utilize PeopleSoft functionality.

- Develop business plan for review/applicability of procurement cards.

- Develop workflow system capabilities within PeopleSoft for increased efficiency.

# 2000 PROGRAM PLAN

DIVISION: PURCHASING SERVICES DEPARTMENT: PURCHASING

PROGRAM: Procurement and Contracting Services

RESO	URCES:		1998		_				ISED	20			GET
	PERSONNEL:		FT 14	PT 0	0	FT 15		PT 0	0	FT 15		PT O	T 0
		PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	80,	140 200 280 410	\$		14, 70,	,920 ,400 ,720 ,000	\$		70,	140 400 720 000
	TOTAL	DIRECT COST:	\$	946,	030	\$	1,	075,	040	\$	1,	071,	260
	PROGRA	AM REVENUES:	\$	72,	000	\$		67,	<b>0</b> 00	. \$		67,	000
- - -	Formal Reques Reques Purcha (inclu	ruction contracts		5,	90 171 76 321 943			6,	90 155 70 300 300			6,	90 155 85 280 300

<sup>1</sup> SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: 1