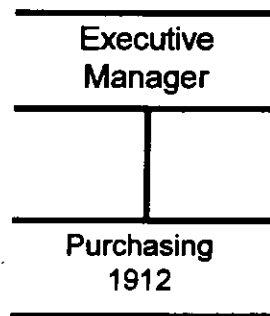


PURCHASING

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

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

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	994,890	14,400	70,720	6,000	1,086,010
LESS VACANCY FACTOR	14,750				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

	DIRECT 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

