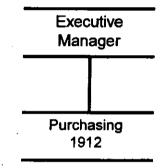


PURCHASING



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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

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DEPARTMENT: PURCHASING

	FINANCIAL	SUMMARY	PERSONNEL SUMMARY							
DIVISION	1999 REVISED	2000 BUDGET	1999 REVISED			2000	2000 BUDGET			
			Į FT	рт	т	TOTAL	FT	РТ	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
			======	=======	****	=======	=====		=====	*****
ADD DEBT SERVICE	0	0	1							
			I							
DIRECT ORGANIZATION COST	1,075,040	1,071,260	I							
			1							
ADD INTRAGOVERNMENTAL	228,810	320,570	I							
CHARGES FROM OTHERS			1				•			
			t							
TOTAL DEPARTMENT COST	1,303,850	1,391,830	I							
			1							
LESS INTRAGOVERNMENTAL	1,236,070	180, 324, 180	1							
CHARGES TO OTHERS			1							
			1							
FUNCTION COST	67,780	67,650	1							
			1							
LESS PROGRAM REVENUES	67,000	67,000	1							
			l I							
NET PROGRAM COST	780	650	1							
		**=========	=========	2223335	====:		5 82 22	======	=====	

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 Add debt service	994,890 14,750	14,400	70,720	6,000	1,086,010 14,750
TOTAL DIRECT ORGANIZATION COST	 980,140	14,400	70,720	6,000	1,071,260

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RECONCILIATION FROM 1999 REVISED BUDGET TO 2000 BUDGET

DEPARTMENT: PURCHASING

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	DIRECT COSTS		P	i	
			FT	PT	Т
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

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.

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DEPARTMENT: PURCHASING DIVISION: PURCHASING SERVICES PROGRAM: Procurement and Contracting Services RESOURCES: 1000 DEVISED 1000 DEVISED 2000

PERSONNEL:	199 8 FT 14	BREVISED PTT 000	1999 REVISED FT PT T 15 0 0	2000 BUDGET FT PT T 15 0 0
PERSONAL SERVICES SUPPLIES OTHER SERVICES CAPITAL OUTLAY	\$	847,140 14,200 80,280 4,410	\$ 983,920 14,400 70,720 6,000	\$ 980,140 14,400 70,720 6,000
TOTAL DIRECT COST:	\$	946,030	\$ 1,075,040	\$ 1,071,260
PROGRAM REVENUES:	\$	72,000	\$ 67, 0 00	\$67,000
WORK MEASURES: - Construction contracts - Formal bids - Request for Proposals - Request for Quotes - Purchase Orders issued (includes Change Orders and Releases)		90 171 76 321 5,943	90 155 70 300 6,300	90 155 85 280 6,300

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

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