
PURCHASING

Chief Fiscal Officer

Purchasing 1912	

2005 Resource Plan

Department: Purchasing

Division	Financial Summary		Personnel Summary							
	2004	2005	2004 Revised				2005 Approved			
	Revised	Approved	FT	PT	Temp	Total	FT	PT	Temp	Total
Purchasing Services	1,221,740	1,335,030	14			14	15			15
Operating Cost	1,221,740	1,335,030	14	0	0	14	15	0	0	15
Add Debt Service	0	0								
Direct Organization Cost	1,221,740	1,335,030								
Charges From/(To) Others, excluding charges from overhead units	(953,370)	(1,066,530)								
Function Cost	268,370	268,500								
Less Program Revenues	(268,500)	(268,500)								
Net Program Cost	(130)	0								

2005 Resource Costs by Category

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Purchasing Services	1,234,960	10,400	121,560		1,366,920
Operating Cost	1,234,960	10,400	121,560	0	1,366,920
Less Vacancy Factor	(31,890)				(31,890)
Add Debt Service					0
Total Direct Organization Cost	1,203,070	10,400	121,560	0	1,335,030

* Travel budgeted by this department within the Other Services category is \$3,700

RECONCILIATION FROM 2004 REVISED BUDGET TO 2005 APPROVED BUDGET

DEPARTMENT: PURCHASING

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2004 REVISED BUDGET:	\$ 1,221,740	14		
2004 ONE-TIME REQUIREMENTS:				
- None				
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
DEBT SERVICE CHANGES:				
CHANGES IN EXISTING PROGRAMS FOR 2005:				
- Salaries and benefits adjustment	46,910			
- Additional staff to oversee complex contracts	93,190	1		
CONTINUATION LEVEL FOR 2005:	<u>\$ 1,361,840</u>	<u>15</u>	<u>0</u>	<u>0</u>
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
2005 PROGRAMMATIC CHANGES:				
- Procurement savings	(3,760)			
- Health care savings *	(23,050)			
2005 PROPOSED BUDGET:	<u>\$ 1,335,030</u>	<u>15</u>	<u>0</u>	<u>0</u>
2005 AMENDMENTS:	0			
2005 APPROVED BUDGET:	<u><u>\$ 1,335,030</u></u>	<u><u>15</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

* Includes effect of AMEA negotiated contract savings and Plumbers & Pipefitters projected contract savings.

RECONCILIATION FROM 2004 REVISED BUDGET TO 2005 APPROVED BUDGET

DEPARTMENT: PURCHASING

	<u>REVENUES</u>
2004 REVISED BUDGET:	\$ 268,500
CHANGES:	
- None	
2005 PROPOSED BUDGET:	<u>\$ 268,500</u>
2005 AMENDMENTS:	0
2005 APPROVED BUDGET:	<u><u>\$ 268,500</u></u>

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.

2004 PERFORMANCES:

- Performed transaction reviews for annual supply contract utilization.
- Continued consolidating purchases of Municipal supplies and services whenever feasible for greater savings.
- Continued to make surplus supplies and materials available on a Municipal wide basis.
- Refined business activities/processes to better utilize PeopleSoft functionality.
- Continued to manage and administer the Procurement Credit Card Program on a Municipal wide basis.
- Provided staff resources to oversee significant and complex contracts to improve effectiveness, manage cost increases/decreases, and to optimize the contract administration function within the Municipality.

2005 PERFORMANCE OBJECTIVES:

- Perform transaction reviews for annual supply contract utilization.
- Continue consolidating purchase of Municipal supplies and services whenever feasible for greater savings.
- Continue to make surplus supplies and materials available on a Municipal wide basis.
- Refine business activities/processes to better utilize PeopleSoft functionality.
- Develop workflow system capabilities within PeopleSoft.
- Provide on-going monitoring of the Procurement Credit Card Program.
- Review expanding the Procurement Credit Card Program for payment of services not currently allowable by the Program.
- Continue to provide staff resources to oversee significant and complex contracts to improve effectiveness and manage cost increases/decreases.
- Work on a development plan to develop a web-based program for distribution of quotes/bids/RFP's electronically in the future.
- Coordinate cooperative purchases with State & local government entities.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	0	0	14	0	0	15	0	0
PERSONAL SERVICES	\$ 1,022,820			\$ 1,086,020			\$ 1,203,070		
SUPPLIES	14,400			10,400			10,400		
OTHER SERVICES	169,470			125,320			121,560		
TOTAL DIRECT COST:	\$ 1,206,690			\$ 1,221,740			\$ 1,335,030		
PROGRAM REVENUES:	\$ 167,000			\$ 268,500			\$ 268,500		

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

1, 2, 3, 4

DEPT: 19 -PURCHASING

DEPT	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
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1	1912-PURCHASING SERVICES 0079-Procurement and Contracti SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT PROGRAM REVENUES	8,500	1 OF 4	Provide for the procurement of horizontal and vertical construction, professional engineering, and infrastructure services for all agencies of the MOA as required by Title 7 of the Municipal Code. Provided services include all contract servicing and processing of amendments, change orders, terminations, and fiscal controls.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
8	0	0	678,340	5,200	22,790	0	0	706,330

2	1912-PURCHASING SERVICES 0079-Procurement and Contracti SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT PROGRAM REVENUES	105,000	2 OF 4	Provide for the procurement of general services, supplies, equipment, and surplus disposal of all tangible property for all Municipal agencies of the MOA in accordance with Title 7 of the Municipal Code. Provided services include one time acquisitions, annual supply contracts, road and winter maintenance services, and associated contract management activities.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
5	0	0	360,590	4,700	96,970	0	0	462,260

3	1912-PURCHASING SERVICES 0079-Procurement and Contracti SOURCE OF FUNDS, THIS SVC LEVEL: TAX SUPPORT IGC SUPPORT PROGRAM REVENUES	155,000	0 OF 4	Provide for the management and administration of the Procurement Credit Card Program on a Municipal-wide basis. This program enables all Municipal agencies to direct and consolidate payment activities and to effectively delegate small purchasing requirements to the field level.
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PERSONNEL			PERSONAL	SUPPLIES	OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE		SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	71,980	500	1,800	0	0	74,280

DEPT: 19 -PURCHASING

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

4	1912-PURCHASING SERVICES	4	Provide staff resource to oversee
	0079-Procurement and Contracti	OF	significant and complex contracts to
	SOURCE OF FUNDS, THIS SVC LEVEL:	4	improve effectiveness, manage cost
			increases/decreases, and to optimize the
	IGC SUPPORT		contract administration function within
			the Municipality.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	92,160	0	0	0	0	92,160

SUBTOTAL OF FUNDED SERVICE LEVELS, PURCHASING

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
15	0	0	1,203,070	10,400	121,560	0	0	1,335,030

----- DEPARTMENT OF PURCHASING						FUNDING LINE	-----	
.							1,335,030	

TOTALS FOR DEPARTMENT OF PURCHASING , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
15	0	0	1,203,070	10,400	121,560	0	0	1,335,030

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