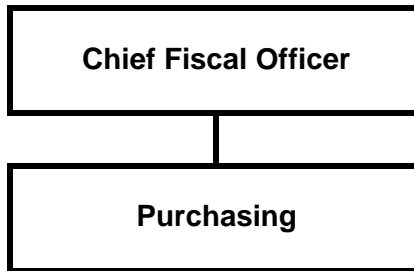


Purchasing



Purchasing Department Summary

	2009 Actuals	2010 Revised	2011 Approved	11 v 10 % Chg
Division Summary				
Purchasing Admin	1,437,978	1,522,111	1,581,758	3.92 %
Direct Cost	1,437,978	1,522,111	1,581,758	3.92 %
Intragovernmental Charges				
Charges By Other Departments	134,443	133,997	141,616	5.69 %
Charges To Other Departments	(1,170,579)	(1,386,610)	(1,453,873)	4.85 %
Function Cost	401,843	269,498	269,501	0.00 %
Program Generated Revenue	(401,843)	(269,500)	(269,500)	0.00 %
Net Cost	0	(2)	1	-154.87 %
Expenditures by Category				
Personnel	1,301,070	1,386,731	1,466,278	5.74 %
Supplies	7,995	10,060	10,060	0.00 %
Travel	0	3,700	3,700	0.00 %
Contractual/OtherServices	125,272	121,620	101,720	-16.36 %
Debt Service/Depreciation	0	0	0	
Equipment, Furnishings	3,641	0	0	
Total Direct Costs	1,437,978	1,522,111	1,581,758	3.92 %
Personnel Summary As Budgeted				
Full-Time	14	13	13	
Part-Time	0	0	1	
Total Positions	14	13	14	

Purchasing

Reconciliation from 2010 Revised Budget to 2011 Approved Budget

	<u>Direct Costs</u>	<u>Positions</u>		
		<u>FT</u>	<u>PT</u>	<u>Temp</u>
2010 Revised Budget	\$ 1,522,111	13	-	-
2010 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes				
- None	-	-	-	-
Changes in Existing Programs/Funding for 2010				
- Salary and benefits adjustments	64,989	-	-	-
2011 Continuation Level	<u>\$ 1,587,100</u>	<u>13</u>	<u>-</u>	<u>-</u>
2011 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes				
- None	-	-	-	-
2011 Proposed Budget Changes				
- Savings by charging partial funding of position that will be working on the ERP and CAMA projects.	(80,660)	(1)	1	-
- Savings in solicitation advertisement; most the the major contractors/vendors are now relying on the municipal web page for advertisement.	(11,000)	-	-	-
- Savings in postage and mailing; posting of solicitations on the municipal web page and allowing download of the solicitations should result in improved competition and more readily available information to all.	(8,900)	-	-	-
2011 S Revision/Assembly Amendments/Mayor Vetoes				
- Add buyer position funded by IGC's from ML&P	95,218	1		
2011 Approved Budget	<u><u>\$ 1,581,758</u></u>	<u><u>13</u></u>	<u><u>1</u></u>	<u><u>-</u></u>

Expenditure & Revenue Summary

Purchasing Admin

Division

(Dept ID # 1912)

Purchasing Department

	2009 Actuals	2010 Revised	2011 Approved	11 v 10 % Chg
Expenditure by Category				
Salaries and Benefits	1,301,070	1,386,731	1,466,278	5.74 %
Supplies	7,995	10,060	10,060	0.00 %
Travel	0	3,700	3,700	0.00 %
Contractual/Other Services	125,272	121,620	101,720	-16.36 %
Equipment, Furnishings	3,641	0	0	
Total Manageable Costs	1,437,978	1,522,111	1,581,758	3.92 %
Debt Service, Depreciation	0	0	0	
Total Direct Cost	1,437,978	1,522,111	1,581,758	3.92 %

Revenue by Fund

Fund 101 - Areawide General	401,843	269,500	269,500	0.00 %
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Positions As Budgeted

	2009 Revised		2010 Revised		2011 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	4	-	3	-	4	-
Deputy Purchasing Officer	1	-	1	-	2	-
Junior Admin Officer	1	-	1	-	1	-
Office Associate	2	-	2	-	2	-
Principal Admin Officer	2	-	2	-	2	-
Purchasing Director	1	-	1	-	-	1
Senior Office Assistant	1	-	1	-	1	-
Senior Office Associate	1	-	1	-	1	-
Special Admin Assistant II	1	-	1	-	-	-
Total	14	-	13	-	13	1

Expenditure & Revenue Detail**Purchasing Admin****Division**

(Dept ID # 1912)

Purchasing Department

	2009 Actuals	2010 Revised	2011 Approved	11 v 10 % Chg
<u>Expenditures</u>				
Salaries and Benefits				
1101 - Straight Time Labor	743,331	872,874	896,718	2.73 %
1301 - Leave/Holiday Accruals	124,201	58,395	59,990	2.73 %
1401 - Benefits	433,538	469,557	523,664	11.52 %
1601 - Vacancy Factor	0	(14,095)	(14,095)	0.00 %
Salaries Total	1,301,070	1,386,731	1,466,278	5.74 %
Supplies	7,995	10,060	10,060	0.00 %
Travel	0	3,700	3,700	0.00 %
Contractual/Other Services	125,272	121,620	101,720	-16.36 %
Equipment, Furnishings	3,641	0	0	
Manageable Direct Cost Sub-Total	1,437,978	1,522,111	1,581,758	3.92 %
Debt Service, Depreciation	0	0	0	
Direct Cost Total	1,437,978	1,522,111	1,581,758	3.92 %
<u>Intra-Governmental Charges</u>				
Charges By Other Departments	134,443	133,997	141,616	5.69 %
Charges To Other Departments	(1,170,579)	(1,386,610)	(1,453,873)	4.85 %
<u>Program Generated Revenue</u>				
9499 - Reimbursed Cost	375,994	105,000	105,000	0.00 %
9742 - Other Property Sales	1	0	0	
9791 - Cash Over & Short	0	0	0	
9795 - Sale Of Contractor Specs	25,148	4,500	4,500	0.00 %
9798 - Miscellaneous Revenues	700	160,000	160,000	0.00 %
Sub-Total	401,843	269,500	269,500	0.00 %
<u>Net Cost</u>				
Manageable Direct Cost	1,437,978	1,522,111	1,581,758	3.92 %
Debt Service	0	0	0	
Charges By Other Departments	134,443	133,997	141,616	5.69 %
Charges To Other Departments	(1,170,579)	(1,386,610)	(1,453,873)	4.85 %
Program Generated Revenue	(401,843)	(269,500)	(269,500)	0.00 %
Total Net Cost	0	(2)	1	