

PURCHASING

PURCHASING DEPARTMENT

PURCHASING

**Municipal
Manager**

**Purchasing
1912**

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 disposal of property, materials, supplies and equipment.

MAJOR PROGRAMMING HIGHLIGHTS

- Provide a centralizd purchasing function for the Municipality.
- Provide a centralized property disposal program for the Municipality.
- Consolidation of municipal supplies and services for greater savings.
- Enhance automation capabilities for greater efficiency.

RESOURCES

	1989	1990
Direct Costs	\$ 845,290	\$ 929,060
Program Revenues	\$ 128,530	\$ 97,000
Personnel	15FT	16FT

1990 R E S O U R C E P L A N

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY							
	1989 REVISED	1990 BUDGET	1989 REVISED				1990 BUDGET			
			FT	PT	T	TOTAL	FT	PT	T	TOTAL
PURCHASING SERVICES	845,290	929,060	15			15	16			16
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OPERATING COST	845,290	929,060	15			15	16			16
			=====							
ADD DEBT SERVICE	0	0								
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DIRECT ORGANIZATION COST	845,290	929,060								
ADD INTRAGOVERNMENTAL CHARGES FROM OTHERS	298,360	334,410								
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TOTAL DEPARTMENT COST	1,143,650	1,263,470								
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	1,015,070	1,166,370								
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FUNCTION COST	128,580	97,100								
LESS PROGRAM REVENUES	128,530	97,000								
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NET PROGRAM COST	50	100								
	=====									

1990 R E S O U R C E S B Y C A T E G O R Y O F E X P E N S E

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING SERVICES	801,030	17,100	123,680	2,000	943,810
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DEPT. TOTAL WITHOUT DEBT SERVICE	801,030	17,100	123,680	2,000	943,810
LESS VACANCY FACTOR	14,750				14,750
ADD DEBT SERVICE					
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TOTAL DIRECT ORGANIZATION COST	786,280	17,100	123,680	2,000	929,060

RECONCILIATION FROM 1989 REVISED TO 1990 BUDGET

DEPARTMENT: PURCHASING

	DIRECT COSTS	POSITIONS
		FT PT T
1989 REVISED BUDGET:	\$ 845,290	15FT
Amount Required to Continue Existing Programs in 1990:	24,960	
TRANSFER FROM UTILITIES:		
- Purchasing agents	107,210	2FT*
REDUCTIONS TO EXISTING PROGRAMS:		
- Office Assistant	(27,850)	(1FT)
EXPANSIONS IN EXISTING PROGRAMS:		
- Temporary Office help	14,000	
NEW PROGRAMS:		
- None		
MISCELLANEOUS INCREASES (DECREASES):		
- Reduction in projected revenues and offsetting contract services	(31,530)	
- Miscellaneous service reduction	(3,020)	
1990 BUDGET	\$ 929,060	16FT

* This does not represent an increase in Purchasing staff but a change in funding method. These two purchasing positions were direct funded by the utilities in prior years. Now they will be funded by the utilities through IGCs.

1990 P R O G R A M P L A N

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 policies.

1989 PERFORMANCES:

- Implement new procedures to improve the participation of local vendors of supplies and services in municipal business.
- Improve the Purchasing Department's automated systems.
- Develop alternative procurement procedures which are less staff intensive while supporting the governing laws.

1990 OBJECTIVES:

- Participate in implementing the 1990 MISD automation systems work plan.
- Enhance department automation capabilities for greater efficiency.
- Continued consolidation of municipal supplies and services for greater savings.
- Maximize utilization of surplus supplies and materials on a municipal wide basis.
- Continue programs for participation of local vendors for municipal business.

RESOURCES:

	1988 REVISED			1989 REVISED			1990 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	0	0	15	0	0	16	0	0
PERSONAL SERVICES	\$	723,250		\$	689,840		\$	786,280	
SUPPLIES		17,100			17,100			17,100	
OTHER SERVICES		146,860			138,350			123,680	
CAPITAL OUTLAY		0			0			2,000	
TOTAL DIRECT COST:	\$	887,210		\$	845,290		\$	929,060	
PROGRAM REVENUES:	\$	117,000		\$	128,530		\$	97,000	

PERFORMANCE MEASURES:

- Construction Contracts	75	100	85
- Formal Bids	133	120	150
- Request for Proposals	74	110	105
- Request for Quotes	327	500	350
- Purchase Orders Issued (Includes Change Orders and Releases)	7,022	6,000	6,500

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

1, 2, 3