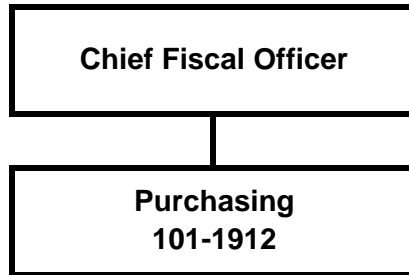


# Purchasing



# Purchasing

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Barton R. Mauldin, Purchasing Officer

343-4170

## **Department Mission**

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Provide for the acquisition of supplies, equipment, general services, professional, and construction services, grants, and disposition of municipal surplus property for all agencies of the Municipality

## **Strategies: How the department meets its mission**

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- Purchasing & Contracting  
Provide for the competitive acquisition of goods and services in accordance with municipal code
- Contract Management  
Provide timely review, approval processing, and execution of contract amendments or change orders, and encumbrance of contract obligations
- Procurement Card Program  
Provide and manage a comprehensive P-Card program to support miscellaneous payments and small purchases; leverage e-commerce capabilities; and provide accountability in the program's use
- Surplus Property Disposal  
Provide for the disposal of municipal excess/surplus property and maximize program revenues through sealed bidding, auction, or exchange sale authority

## **Divisions**

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None, single department/function

# Purchasing

## Resource Plan

Divisions	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
<b>Expenditures</b>				
Administration	\$ 1,521,054	\$ 1,477,774	\$ 1,530,794	3.6%
<b>Total Direct Cost</b>	<b>\$ 1,521,054</b>	<b>\$ 1,477,774</b>	<b>\$ 1,530,794</b>	<b>3.6%</b>
<b>Revenues</b>				
Administration	\$ (595,343)	\$ (222,560)	\$ (269,500)	21.1%
<b>Total Revenue</b>	<b>\$ (595,343)</b>	<b>\$ (222,560)</b>	<b>\$ (269,500)</b>	<b>21.1%</b>
<b>Cost of Services Provided:</b>				
By Other Departments	\$ 363,086	\$ 142,626	\$ 136,345	-4.4%
To Other Departments	(1,287,952)	(1,397,842)	(1,175,080)	-15.9%
<b>Total Cost</b>	<b>\$ (924,866)</b>	<b>\$ (1,255,216)</b>	<b>\$ (1,038,735)</b>	<b>-17.2%</b>
<b>Net Cost</b>	<b>\$ 845</b>	<b>\$ (2)</b>	<b>\$ 222,559</b>	<b>-11128050.0%</b>

Expenditure by Category	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
Salaries and Benefits	\$ 1,362,725	\$ 1,342,394	\$ 1,395,414	3.9%
Supplies	7,125	10,060	10,060	0.0%
Travel		3,700	3,700	0.0%
Contractual/Other Services	142,134	121,620	121,620	0.0%
Equipment, Furnishings	9,070			
Debt Service/Depreciation				
<b>Total Direct Cost</b>	<b>\$ 1,521,054</b>	<b>\$ 1,477,774</b>	<b>\$ 1,530,794</b>	<b>3.6%</b>

Positions	2008 Revised	2009 Revised	2010 Proposed
Full-Time	14	14	13
Part-Time			
Temporary/Seasonal			
<b>Total Positions</b>	<b>14</b>	<b>14</b>	<b>13</b>

## Purchasing

### Reconciliation from 2009 Revised Budget to 2010 Proposed Budget

	Direct Costs	Positions		
		FT	PT	T
<b>2009 Revised Budget</b>	\$ 1,477,774	14		
<b>2009 One-Time Requirements</b>				
- None	-			
<b>Transfers (to)/from Other Agencies</b>				
- None	-			
<b>Debt Service Changes</b>				
<b>Changes in Existing Programs/Funding for 2009</b>				
- Salary and benefits adjustments	113,263			
<b>2010 Continuation Level</b>	<b>\$ 1,591,037</b>	<b>14</b>	<b>-</b>	<b>-</b>
<b>Transfers (to)/from Other Agencies</b>				
- None	-			
<b>Debt Service Changes</b>				
<b>2010 Budget Changes</b>				
- Salary and benefits adjustments	46,138			
- Leave Buyer position vacant	(106,381)	(1)		
<b>2010 Proposed Budget</b>	<b>\$ 1,530,794</b>	<b>13</b>	<b>-</b>	<b>-</b>

# Purchasing

## Department's Purpose

- Acquisition of supplies, equipment, general services, professional and construction services, grants, and disposition of Municipal surplus property for all agencies of the Municipality
- Overall programming of municipal contracts; outsourcing and privatization efforts
- Establish standards for contract preparation, negotiation, and contract administration
- Assuring contract conformance with municipal code, and state and federal contracting regulations

<b>Programs</b>	<b>Goals</b>	<b>FY 2009 Revised</b>	<b>FY 2010 Proposed</b>
<b>Purchasing and Contracting</b>	Provide for the competitive acquisition of goods and services in accordance with municipal code		
<b>Contract Management</b>	Provide timely review and execution of contract amendments/change orders, and to encumber funding obligations under the contract		
<b>Procurement Card Program</b>	Manage P-Card Program to support misc. payments and small purchases; maximizes e-commerce; and provide accountability in its use		
<b>Surplus Property Disposal</b>	Maximize revenues in the disposal of Municipal property thru sealed bidding, auction, or exchange sale authority		
<b>Division Direct Cost Total</b>		<b>\$ 1,477,774</b>	<b>\$ 1,530,794</b>

# Purchasing

## Administration Division

Division Expenditures by Category	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
Salaries and Benefits	\$ 1,362,725	\$ 1,342,394	\$ 1,395,414	3.9%
Supplies	7,125	10,060	10,060	0.0%
Travel		3,700	3,700	0.0%
Contractual/Other Services	142,134	121,620	121,620	0.0%
Equipment, Furnishings	9,070	-	-	0.0%
Debt Service/Depreciation				0.0%
<b>Total Direct Cost</b>	<b>\$ 1,521,054</b>	<b>\$ 1,477,774</b>	<b>\$ 1,530,794</b>	<b>3.6%</b>

Division Personnel Summary	2008 Revised			2009 Revised			2010 Proposed		
	FT	PT	T	FT	PT	T	FT	PT	T
Administration	14			14			13		
<b>Total Personnel</b>	<b>14</b>			<b>14</b>			<b>13</b>		