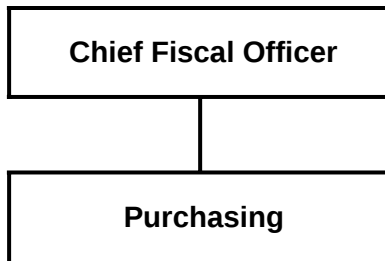

Purchasing



2006/2007 Approved General Government Operating Budget

Purchasing

Bart R. Mauldin, Director

343-4590

Description

The Purchasing Department is responsible for purchasing supplies, services and construction according to Title 7 and other applicable Code provisions. The department is also responsible for the overall programming of Municipal contracting services; outsourcing and privatization; contract preparation, negotiation, and consolidation. This department is also responsible for Municipal personal property inventory and disposition of surplus personal property.

2005 Highlights

- Provided purchasing and contracting services for all municipal agencies totaling approximately \$250 million in supplies, services, professional services and construction.
- Began shifting Purchasing Department emphasis from routine supply purchases to more value-added contracting, contract management and assistance in developing unique or specialized contracting opportunities.
- Assisted the Cooperative Services Authority in program initialization for the MuniMart electronic-catalog purchasing and online pricing system.

2006-2007 Operational Goals

- Complete a feasibility study for development and deployment of a web-based program for distribution of bids and proposals to prospective bidders. The system, as envisioned, would allow potential bidders/proposers to download the contract information and submit their bids or proposals online. The schedule is to complete the initial feasibility study by the end of 2005 and implement the system during 2006.
- Review the possibility of expanding the municipality's P-Card system (credit card used for purchasing) to pay for new service billings and potentially construction contract accounts. The department will work with the municipality's P-Card provider and credit card issuer to determine the potential to utilize and expand current e-commerce capabilities by addressing a new industry market, associate transaction limitations and fee structure to build support from the service industry.

2006/2007 Approved General Government Operating Budget

Purchasing

Resource Plan

Description	2005 Revised	2006 Approved	2007 Approved
<i>Financial Summary</i>			
Purchasing	\$ 1,335,030	\$ 1,377,850	\$ 1,479,070
Operating Cost	1,335,030	1,377,850	1,479,070
Add Debt Service	-	-	-
Direct Organization Cost	1,335,030	1,377,850	1,479,070
Charges From/(To) Others	(1,066,670)	(1,109,350)	(1,135,230)
Function Cost	268,360	268,500	343,840
Less Program Revenues	268,500	268,500	268,500
Net Program Cost	\$ (140)	\$ -	\$ 75,340
<i>Personnel Summary</i>			
Full-Time Employees	15	15	15
Part-Time Employees	-	-	-
Temporary Employees	-	-	-
Total Employees	15	15	15
<i>Resource Costs by Category</i>			
Personal Services	\$ 1,234,960	\$ 1,277,870	\$ 1,383,110
Supplies	10,400	10,060	10,060
Other Services *	121,560	125,320	121,300
Depreciation & Amortization	-	-	-
Capital Outlay	-	-	-
Total Direct Cost	1,366,920	1,413,250	1,514,470
Less Vacancy Factor	(31,890)	(35,400)	(35,400)
Add Debt Service	-	-	-
Total Direct Organization Cost	\$ 1,335,030	\$ 1,377,850	\$ 1,479,070
* Travel for this department included in the Other Services category	\$ 3,700	\$ 3,700	\$ 3,700

2006/2007 Approved General Government Operating Plan

Purchasing

Reconciliation From 2005 Revised Budget to 2006/2007 Approved Budget

	<u>Direct Costs</u>	<u>Positions</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2005 Revised Budget	\$ 1,335,030	15		
2005 One-Time Requirements				
- None				
Transfers (To)/From Other Agencies				
- None				
Debt Service Changes - Not Applicable				
Changes in Existing Programs for 2006				
- Salary and benefits adjustments	46,330			
Continuation Level for 2006	\$ 1,381,360	15	-	-
Transfers (To)/ From Other Agencies				
- None				
2006 Program/Funding Changes				
- Vacancy factor adjustment	(3,510)			
2006 Approved Budget	\$ 1,377,850	15	-	-
Changes in Existing Programs for 2007				
- Salary and benefits adjustments	105,240			
- Procurement savings	(4,020)			
2007 Approved Budget	<u>\$ 1,479,070</u>	<u>15</u>	<u>-</u>	<u>-</u>