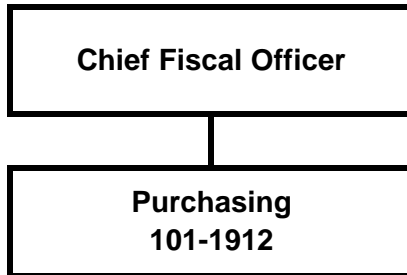


Purchasing



Purchasing

Barton R. Mauldin, Purchasing Officer

343-4170

Department Mission

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

- 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

None, single department/function

Purchasing

Resource Plan

Divisions	2008 Actuals	2009 Revised	2010 Proposed	FY 10 v 09 % Chg
Expenditures				
Administration	\$ 1,521,054	\$ 1,477,774	\$ 1,530,794	3.6%
Total Direct Cost	\$ 1,521,054	\$ 1,477,774	\$ 1,530,794	3.6%
Revenues				
Administration	\$ (595,343)	\$ (222,560)	\$ (269,500)	21.1%
Total Revenue	\$ (595,343)	\$ (222,560)	\$ (269,500)	21.1%
Cost of Services Provided:				
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%
Total Cost	\$ (924,866)	\$ (1,255,216)	\$ (1,038,735)	-17.2%
Net Cost	\$ 845	\$ (2)	\$ 222,559	-11128050.0%

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				
Total Direct Cost	\$ 1,521,054	\$ 1,477,774	\$ 1,530,794	3.6%

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

Purchasing

Reconciliation from 2009 Revised Budget to 2010 Proposed Budget

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

Purchasing

Administration Division

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

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

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				
Total Direct Cost	\$ 1,521,054	\$ 1,477,774	\$ 1,530,794	3.6%

Division Personnel Summary	2008 Revised			2009 Revised			2010 Proposed		
	FT	PT	T	FT	PT	T	FT	PT	T
Administration	14			14			13		
Total Personnel	14			14			13		