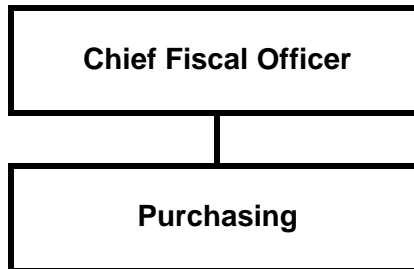


# Purchasing



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## Purchasing

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### Description

The Purchasing Department is the office responsible for the acquisition of supplies, services, and construction in support of the operations of the Municipality. The Department is the entity within the Municipality authorized to issue Invitations to Bid and Requests for Proposal. The Department issues purchase orders, develops term contracts, and acquires supplies and services. The Department also disposes of all municipal surplus property and equipment.

The Purchasing Department is very conscious of its responsibility and accountability in the expenditure of public funds. Therefore, the Purchasing Department maintains a competitive bidding process in accordance with Federal and State laws, regulations, and Municipal ordinances. It is the Purchasing Department's policy to encourage the participation of qualified vendors in the bidding process, emphasizing opportunities for small businesses and disadvantaged and women owned businesses. Preference may be given to local bidders when not prohibited by the funding source.

Projects and requirements for the Municipality vary widely and as a result, rely heavily upon the local business and contractor community to meet its needs. We encourage the business and contractor community to participate in the various bidding processes offered. A local bidder's preference is applied for these local businesses & contractors residing within the corporate boundaries of the Municipality. The use of minority and women owned businesses are highly encouraged, and participation goals for sub-contracting may be required depending on the source of funding.

### Department Goals

- Maintain current level of service with the increasing demands placed upon the department
- Provide departments with the resources needed to successfully procure items/services at the best value for the City with minimal difficulty (standardize and streamline processes)
- Ensure that procurements are made in compliance with all laws and policies
- Develop method of accounting for inventory and fixed assets per City guidelines
- Future centralization of the Purchasing process

## Purchasing Department Summary

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
<b>Direct Cost by Division</b>				
Purchasing Admin	1,261,671	1,581,159	1,760,416	11.34%
<b>Direct Cost Total</b>	<b>1,261,671</b>	<b>1,581,159</b>	<b>1,760,416</b>	<b>11.34%</b>
<b>Intragovernmental Charges</b>				
Charges by Other Departments	101,668	173,131	138,512	<20.00%>
Charges to Other Departments	(991,510)	(1,474,708)	(1,565,885)	6.18%
<b>Function Cost Total</b>	<b>371,829</b>	<b>279,582</b>	<b>333,043</b>	<b>19.12%</b>
Program Generated Revenue	(348,796)	(269,500)	(269,500)	-
<b>Net Cost Total</b>	<b>23,033</b>	<b>10,082</b>	<b>63,543</b>	<b>530.24%</b>
<b>Direct Cost by Category</b>				
Personnel	1,104,995	1,465,679	1,644,936	12.23%
Supplies	13,723	10,060	10,060	-
Travel	-	3,700	3,700	-
Contractual/OtherServices	142,953	101,720	101,720	-
Debt Service/Depreciation	-	-	-	-
<b>Direct Cost Total</b>	<b>1,261,671</b>	<b>1,581,159</b>	<b>1,760,416</b>	<b>11.34%</b>
<b>Position Summary as Budgeted</b>				
Full-Time	13	13	15	
Part-Time	-	1	1	
<b>Position Total</b>	<b>13</b>	<b>14</b>	<b>16</b>	

## Purchasing

### Reconciliation from 2011 Revised Budget to 2012 Approved Budget

	Direct Costs	Positions		
		FT	PT	T
<b>2011 Revised Budget</b>	1,581,159	13	1	-
<b>2011 One-Time Requirements</b>				
- None	-	-	-	-
<b>Transfers (to)/from Other Agencies</b>				
- None	-	-	-	-
<b>Debt Service Changes</b>				
- None	-	-	-	-
<b>Changes in Existing Programs/Funding for 2011</b>				
- Salary and benefits adjustments	22,815	-	-	-
<b>2012 Continuation Level</b>	<b>1,603,974</b>	<b>13</b>	<b>1</b>	<b>-</b>
<b>2012 One-Time Requirements</b>				
- None	-	-	-	-
<b>Transfers (to)/from Other Agencies</b>				
- None	-	-	-	-
<b>2012 Proposed Budget Changes</b>				
- Leave cash-out adjustment	(45,242)	-	-	-
- Transfer 2 buyer positions from AWWU	201,684	2	-	-
<b>2012 S Revisions/Assembly Amendments/Mayor Vetoes</b>				
- None	-	-	-	-
<b>2012 Approved Budget</b>	<b>1,760,416</b>	<b>15</b>	<b>1</b>	<b>-</b>

**Purchasing**  
**Division Summary**  
**Purchasing Admin**  
 (Dept ID # 1912)

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	1,104,995	1,465,679	1,644,936	12.23%
Supplies	13,723	10,060	10,060	-
Travel	-	3,700	3,700	-
Contractual/Other Services	142,953	101,720	101,720	-
<b>Manageable Direct Cost Total</b>	<b>1,261,671</b>	<b>1,581,159</b>	<b>1,760,416</b>	<b>11.34%</b>
Debt Service, Depreciation	-	-	-	
<b>Direct Cost Total</b>	<b>1,261,671</b>	<b>1,581,159</b>	<b>1,760,416</b>	<b>11.34%</b>
<b>Revenue by Fund</b>				
Fund 101 - Areawide General	348,796	269,500	269,500	-
<b>Revenue Total</b>	<b>348,796</b>	<b>269,500</b>	<b>269,500</b>	<b>-</b>

**Positions as Budgeted**

	2010 Revised		2011 Revised		2012 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	3	-	4	-	6	-
Deputy Purchasing Officer	1	-	2	-	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	-	-	-	-	-
<b>Positions as Budgeted Total</b>	<b>13</b>	<b>-</b>	<b>13</b>	<b>1</b>	<b>15</b>	<b>1</b>

**Purchasing**  
**Division Detail**  
**Purchasing Admin**  
 (Dept ID # 1912)

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
<b>Direct Cost by Category</b>				
<b>Salaries and Benefits</b>				
1101 - Straight Time Labor	655,574	896,280	1,007,565	12.42%
1201 - Overtime	1,345	-	-	-
1301 - Leave/Holiday Accruals	78,784	59,961	21,869	<63.53%>
1401 - Benefits	369,293	523,534	629,597	20.26%
1601 - Vacancy Factor	-	(14,095)	(14,095)	-
<b>Salaries and Benefits Total</b>	<b>1,104,995</b>	<b>1,465,679</b>	<b>1,644,936</b>	<b>12.23%</b>
<b>Supplies</b>	13,723	10,060	10,060	-
<b>Travel</b>	-	3,700	3,700	-
<b>Contractual/Other Services</b>	142,953	101,720	101,720	-
<b>Manageable Direct Cost Total</b>	<b>1,261,671</b>	<b>1,581,159</b>	<b>1,760,416</b>	<b>11.34%</b>
<b>Debt Service, Depreciation</b>	-	-	-	-
<b>Direct Cost Total</b>	<b>1,261,671</b>	<b>1,581,159</b>	<b>1,760,416</b>	<b>11.34%</b>
<b>Intra-Governmental Charges</b>				
Charges By Other Departments	101,668	173,131	138,512	<20.00%>
Charges to Other Departments	(991,510)	(1,474,708)	(1,565,885)	6.18%
<b>Program Generated Revenue</b>				
9499 - Reimbursed Cost	203,581	105,000	105,000	-
9742 - Other Property Sales	33	-	-	-
9791 - Cash Over & Short	(21)	-	-	-
9795 - Sale Of Contractor Specs	12,490	4,500	4,500	-
9798 - Miscellaneous Revenues	132,713	160,000	160,000	-
<b>Program Generated Revenue Total</b>	<b>348,796</b>	<b>269,500</b>	<b>269,500</b>	<b>-</b>
<b>Net Cost</b>				
Manageable Direct Cost	1,261,671	1,581,159	1,760,416	11.34%
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	101,668	173,131	138,512	<20.00%>
Charges to Other Departments	(991,510)	(1,474,708)	(1,565,885)	6.18%
Program Generated Revenue	(348,796)	(269,500)	(269,500)	-
<b>Net Cost Total</b>	<b>23,033</b>	<b>10,082</b>	<b>63,543</b>	<b>530.24%</b>