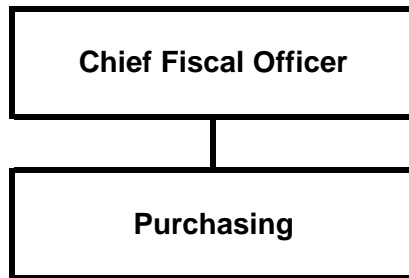


Purchasing



Purchasing

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

- Improve service levels 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
- Provide contract administration training to departments
- Provide training to departments on the purchasing processes

Purchasing Department Summary

	2011 Actuals	2012 Revised	2013 Proposed	13 v 12 % Chg
Direct Cost by Division				
Purchasing Admin	1,279,071	1,760,416	1,630,778	<7.36%>
Direct Cost Total	1,279,071	1,760,416	1,630,778	<7.36%>
Intragovernmental Charges				
Charges by Other Departments	129,656	141,201	400,566	183.69%
Charges to Other Departments	(1,154,949)	(1,632,118)	(1,571,926)	<3.69%>
Function Cost Total	253,779	269,499	459,418	70.47%
Program Generated Revenue	(232,133)	(269,500)	(269,500)	-
Net Cost Total	21,646	(1)	189,918	<22794874.98%>
Direct Cost by Category				
Personnel	1,161,496	1,644,936	1,572,298	<4.42%>
Supplies	11,402	10,060	10,060	-
Travel	-	3,700	3,700	-
Contractual/Other Services	106,174	101,720	44,720	<56.04%>
Debt Service/Depreciation	-	-	-	-
Direct Cost Total	1,279,071	1,760,416	1,630,778	<7.36%>
Position Summary as Budgeted				
Part-Time	1	1	-	
Full-Time	13	15	14	
Position Total	14	16	14	

Purchasing

Reconciliation from 2012 Revised Budget to 2013 Proposed Budget

	Direct Costs	Positions		
		FT	PT	T
2012 Revised Budget	1,760,416	15	1	-
2012 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes				
- None	-	-	-	-
Changes in Existing Programs/Funding for 2013				
- Salary and benefits adjustments	18,410	-	-	-
- SAP un-capitalized labor	81,342	1	(1)	-
2013 Continuation Level	1,860,168	16	-	-
2013 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
2013 Proposed Budget Changes				
- Unfund vacant Senior Office assistant. No service impact as the workload will be absorbed within current work force.	(68,115)	(1)	-	-
- Contractual - Anticipate reduction in Consulting Services from former Purchasing Director as the department personnel gains working knowledge over time.	(52,000)	-	-	-
- Postage - Internet usage of emails and attachment ability made it possible to give up postage meter within purchasing department.	(5,000)	-	-	-
- Unfund vacant Buyer I, transferred position from AWWU was never filled. Other buyer positions will be able to handle the current work load.	(104,275)	(1)	-	-
2013 Proposed Budget	1,630,778	14	-	-

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

	2011 Actuals	2012 Revised	2013 Proposed	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	1,161,496	1,644,936	1,572,298	<4.42%>
Supplies	11,402	10,060	10,060	-
Travel	-	3,700	3,700	-
Contractual/Other Services	106,174	101,720	44,720	<56.04%>
Manageable Direct Cost Total	1,279,071	1,760,416	1,630,778	<7.36%>
Debt Service, Depreciation	-	-	-	
Direct Cost Total	1,279,071	1,760,416	1,630,778	<7.36%>
Revenue by Fund				
Fund 101 - Areawide General	232,133	269,500	269,500	-
Revenue Total	232,133	269,500	269,500	-

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	4	-	6	-	4	-
Deputy Purchasing Officer	2	-	2	-	2	-
Director	-	1	-	1	1	-
Junior Admin Officer	1	-	1	-	1	-
Office Associate	2	-	2	-	1	-
Principal Admin Officer	2	-	2	-	2	-
Senior Admin Officer	-	-	-	-	1	-
Senior Office Assistant	1	-	1	-	-	-
Senior Office Associate	1	-	1	-	2	-
Positions as Budgeted Total	13	1	15	1	14	-

Purchasing
Division Detail
Purchasing Admin
 (Dept ID # 1912)

	2011 Actuals	2012 Revised	2013 Proposed	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	612,958	1,007,565	963,014	<4.42%>
1201 - Overtime	3,099	-	-	-
1301 - Leave/Holiday Accruals	154,915	21,869	20,020	<8.46%>
1401 - Benefits	390,523	629,597	603,359	<4.17%>
1601 - Vacancy Factor	-	(14,095)	(14,095)	-
Salaries and Benefits Total	1,161,496	1,644,936	1,572,298	<4.42%>
Supplies	11,402	10,060	10,060	-
Travel	-	3,700	3,700	-
Contractual/Other Services	106,174	101,720	44,720	<56.04%>
Manageable Direct Cost Total	1,279,071	1,760,416	1,630,778	<7.36%>
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	1,279,071	1,760,416	1,630,778	<7.36%>
Intra-Governmental Charges				
Charges By Other Departments	129,656	141,201	400,566	183.69%
Charges to Other Departments	(1,154,949)	(1,632,118)	(1,571,926)	<3.69%>
Program Generated Revenue				
9499 - Reimbursed Cost	88,475	105,000	105,000	-
9742 - Other Property Sales	49	-	-	-
9795 - Sale Of Contractor Specs	3,828	4,500	4,500	-
9798 - Miscellaneous Revenues	139,780	160,000	160,000	-
Program Generated Revenue Total	232,133	269,500	269,500	-
Net Cost				
Manageable Direct Cost	1,279,071	1,760,416	1,630,778	<7.36%>
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	129,656	141,201	400,566	183.69%
Charges to Other Departments	(1,154,949)	(1,632,118)	(1,571,926)	<3.69%>
Program Generated Revenue	(232,133)	(269,500)	(269,500)	-
Net Cost Total	21,646	(1)	189,918	<22794874.98%>