

Purchasing

DESCRIPTION

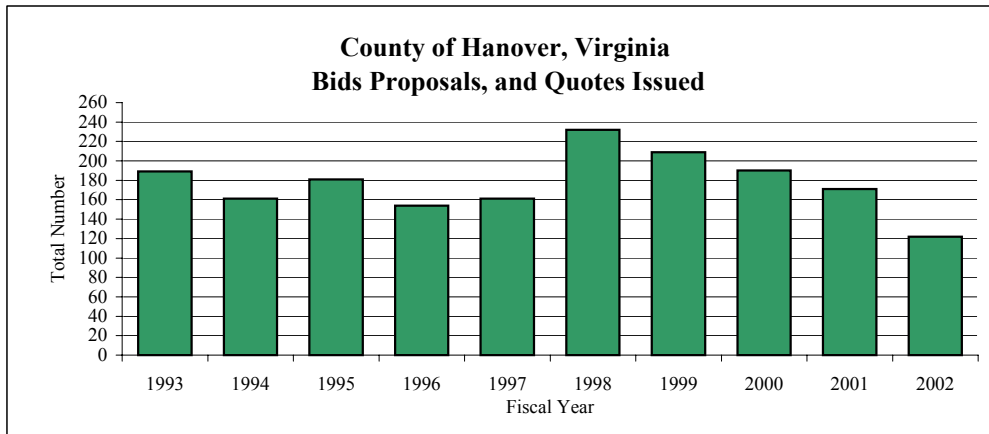
Purchasing provides central procurement services for County departments and agencies. The Department's primary responsibilities include oversight review and assistance in preparation of specifications, commodity bidding, solicitation and oversight review of professional and non-professional service proposals. In addition, Purchasing is responsible for purchase authorization, construction bidding, disposal of real and personal property, maintenance of a County wide fixed assets inventory, and contract review, preparation and administration. Purchasing obtains high quality goods and efficient, effective services at a reasonable cost within time frames referenced in the Purchasing Operational Procedures Manual.

GOALS AND OBJECTIVES

- Hold training classes twice a year for the automated requisition system;
- Conduct purchasing procedures review workshops upon request, and;
- Update the American Institute of Architects construction bid documents.

SERVICE LEVELS

	FY02		FY03		FY04
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Forecast</u>	<u>Budget</u>
Per capita cost of operating department	\$ 4.24	\$ 4.17	\$ 4.47		\$ 4.48
Purchase orders issued (millions of \$)	\$ 14.0	\$ 14.9	\$ 14.0	\$ 13.0	\$ 14.0
Sole source purchases (millions of \$)	\$ 0.4	\$ 0.6	\$ 0.4	\$ 0.5	\$ 0.5
Emergency purchases (actual \$)	\$ 20,000	\$ 18,300	\$ 20,000	\$ 35,000	\$ 25,000
Bids, proposals, and quotes issued	200	122	200	130	130
Number of bid related protests sustained	-	-	-	-	-



BUDGET HIGHLIGHTS

FY03

The salaries and fringe benefits budget contains funds to reclassify the Assistant Director to the Deputy Director to better reflect the increased responsibilities of that position. The Operating Expenditures declined as a result of several small decreases in the budget.

Purchasing

BUDGET HIGHLIGHTS (continued)

FY04

This budget represents maintenance level funding.

BUDGET SUMMARY

Expenditures

	FY02 Budget	FY02 Actual	FY03 Budget	FY04 Budget	Percent Change
Purchasing					
Salaries and Fringe Benefits	\$ 345,633	\$ 349,009	\$ 382,898	\$ 400,095	4.5%
Operating Expenditures	40,863	31,055	34,901	35,331	1.2%
Capital Outlay	-	369	-	-	0.0%
Total Expenditures	\$ 386,496	\$ 380,433	\$ 417,799	\$ 435,426	4.2%

Revenue

Total Department Generated Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Generated Revenue Percent of Budget	0.0%	0.0%	0.0%	0.0%	
Other General Fund Revenue	\$ 386,496	\$ 380,433	\$ 417,799	\$ 435,426	4.2%
Other General Fund Percent of Budget	100.0%	100.0%	100.0%	100.0%	
Full-time Positions	7	7	7	7	0.0%
Full-time Equivalents	7.0	7.0	7.0	7.0	0.0%

FUTURE FUNDING ISSUES

	FY05 Plan	FY06 Plan	FY07 Plan	FY08 Plan
Salaries and Fringe Benefits	\$ 412,098	\$ 424,461	\$ 476,194	\$ 490,480
Operating Expenditures	36,214	37,119	40,907	41,930
Capital Outlay	-	-	30,000	-
Total Expenditures	\$ 448,312	\$ 461,580	\$ 547,102	\$ 532,410

Revenue

Total Department Generated Revenue	\$ -	\$ -	\$ -	\$ -
Generated Revenue Percent of Budget	0.0%	0.0%	0.0%	0.0%
Other General Fund Revenue	\$ 448,312	\$ 461,580	\$ 547,102	\$ 532,410
Other General Fund Percent of Budget	100.0%	100.0%	100.0%	100.0%
Full-time Positions	7	7	8	8
Full-time Equivalents	7.0	7.0	8.0	8.0

The increased expenditures in FY07 reflect the department's plans to add a Purchasing Officer and implement new bidder selection software.