

PURCHASING

RESOURCES	ACTUAL FY05	ACTUAL FY06	BUDGET FY07	PROJECTED FY07	RECOMMENDED FY08
Personnel Expenses	\$ 1,580,280	\$ 1,635,834	\$ 1,681,084	\$ 1,652,645	\$ 1,441,962
Operating Expenses	97,703	67,818	126,129	107,631	99,113
Operating Budget	\$ 1,677,983	\$ 1,703,652	\$ 1,807,213	\$ 1,760,276	\$ 1,541,075
Capital Outlay	9,578	15,261	20,434	20,434	9,134
Budget Allocation	\$ 1,687,561	\$ 1,718,913	\$ 1,827,647	\$ 1,780,710	\$ 1,550,209
Authorized Positions	23	23	23	23	19

Vision and Mission: The department will expeditiously provide quality goods and services for the city; continue to use innovative methods; and adhere to ethical and legal principles in acquiring the best value for the best price without favoritism. The purchasing department is responsible for the city's centralized procurement process and works to acquire needed goods and services for all city departments as efficiently and inexpensively as possible, while at the same time, assuring fair and equal opportunity to all qualified vendors who participate in the competitive process.

Goals and Objectives:

- Goods and Services Procurement: Acquire goods and services for city departmental personnel and projects utilizing best practices while incorporating minority and small business endeavors equitably.
- Inventory Management: Provide, secure, and effectively account for sufficient levels of essential goods and spare parts needed on a frequent and ongoing basis for city departmental personnel. Continue to utilize strategic procurement objectives in order to reduce on-hand inventory and reduce lead times for replenishment of inventory.
- Specification Writing: Provide specification development to accomplish competitiveness, clarity, and purpose and to determine performance versus brand specification appropriateness.
- Asset Disposition: Responsible for the disposal of surplus and obsolete tangible city property. Seek ways to obtain higher revenues or determine better methods of disposal for the city's assets.

Current Operations and Initiatives: The purchasing department supports city departments in their efforts to provide the goods and services to accomplish their initiatives. Major initiatives include:

- Assisting with the development of the Diversity Management Software Initiative to track prime and subcontractor participation in bid and contract activity.
- Review of inventory items for just in time (JIT) purchasing candidates, where the city reduces monetary investment in inventory and lowers stock levels, transferring responsibility to suppliers under a supplier chain management agreement.
- Implementing job order contracting (JOC) beginning with award of contract by city council June 2007.
- Completing implementation of the insurance software tracking system, a web based database, which will contain city insurance certificates for various contracts to include automatic updates annually.
- Implementing *eRFP Syssoft*, a web based software system, which will automate the review and scoring of request for proposals.
- Assisting with the development of the policies and procedures to implement the new SBE Interim Executive Order (2007-2) signed by the mayor on May 3, 2007.
- Testing the use of "on-line" auction services to increase revenue from sale of surplus property.
- Assisting with the implementation of *ePayables* for electronic payments to vendors.

Performance Measures	FY06 Actual	FY07 Projected	FY08 Estimated
Total Dollars Purchased (in \$000)	\$263,291	\$269,418	\$275,545
Number of Bids Processed	245	261	280
Number of Resolutions Processed	199	248	267
Number of Budget Office Transmittals Processed	1,109	1,117	1,125
Total Dollars of Inventory (in \$000)	\$2,981	\$3,146	\$3,320
Number of Inventory Items	8,991	8,851	8,651
Inventory Turnover Rate	6.6	6.64	6.6