



Purchasing Agent Michael L. Meyer

Service Statement

The Purchasing Agent reports to the Director of Fiscal Services and has had one FTE since 1995. The scope of services include: supervising the expenditure of approximately \$20 million annually; soliciting approximately 150 formal bids, quotes, and RFP's per year; administering three public surplus auctions to sell unused items; and maintaining the City Hall facility. The Purchasing Department implements the City's centralized purchasing policy to procure supplies, equipment and services used by the operating departments. This is done in order to offer the most efficient and cost-beneficial expenditure of public funds, maximize savings through the competitive procurement process, and ensure compliance with legal requirements.

Functions

Purchasing

- Solicits and receives all formal bids, quotes and Requests for Proposals (RFPs) for City departments
- Contracts for and supervises surplus auctions including unclaimed property, retired computers and vehicles that are not used as for trade-in
- Reviews and approves all purchasing-related City Council agenda items
- Maintains the section of the City's website pertaining to open bid solicitations and tabulations
- Maintains an electronic library of bid specifications on the City's internal T: drive to assist user departments in the preparation of their requirements
- Awards all purchases that are below the City Council threshold of \$20,000
- Creates all purchase orders that exceed the departmental authority of \$3,000 after proper approval(s) have been obtained

- Assures compliance with City ordinances and formal purchasing policy
- Updates user manual for computerized purchasing system and trains staff on operational software
- Procures and distributes generic City stationery items through a formal inventory method

Building Management

- Responsible for City Hall building operations since 2003
- Contracts with suppliers of HVAC, elevator, and other mechanical and grounds maintenance services
- Responsible for facility budget and implementing updates and modifications to enhance the appearance and functionality of City Hall

Department at a Glance

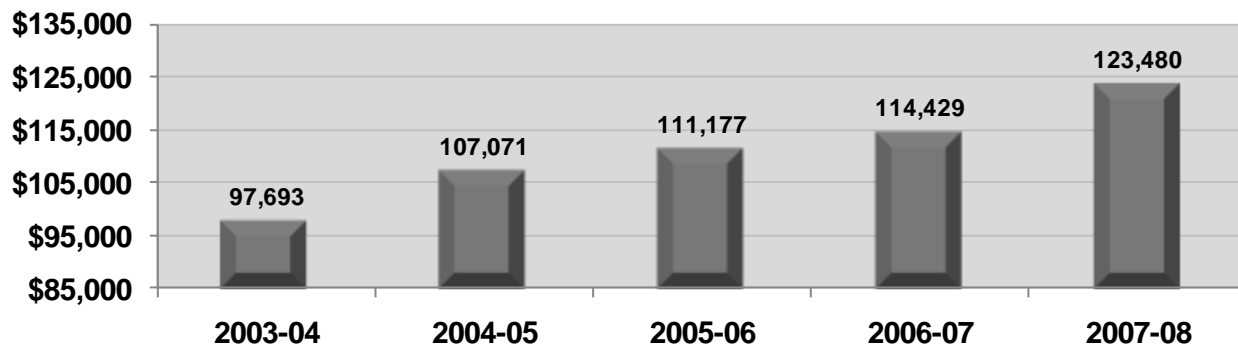
Funding Level Summary	2006-07 Actual	2007-08 Actual	Adjusted 2008-09 Budget	Estimated 2008-09 Budget	Adopted 2009-10 Budget	% of Change
Purchasing	\$ 114,429	\$ 123,480	\$ 154,512	\$ 151,828	\$ 154,919	2.0%
Total Department	\$ 114,429	\$ 123,480	\$ 154,512	\$ 151,828	\$ 154,919	2.0%
Personal Services	\$ 108,101	\$ 119,377	\$ 151,017	\$ 149,863	\$ 151,540	1.1%
Supplies	742	380	500	239	200	-16.3%
Other Services/Charges	5,586	3,723	2,995	1,726	3,179	84.2%
Total Department	\$ 114,429	\$ 123,480	\$ 154,512	\$ 151,828	\$ 154,919	2.0%

Personnel Summary

Full-Time	1	1	1	1	1
Regular Part-Time	-	-	-	-	-
Total Department	1	1	1	1	1

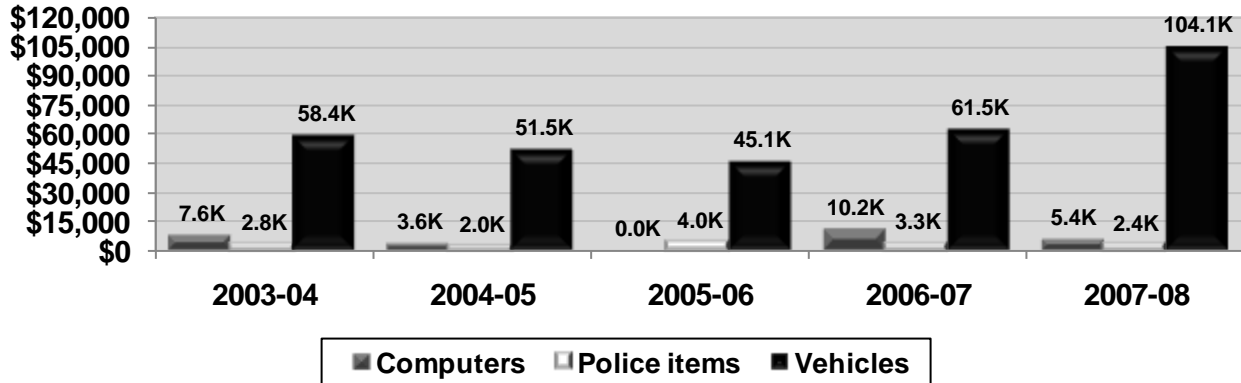
Summary of Budget Changes

5-Year Operating Budget History



Key Departmental Trends

Surplus Auction Sales



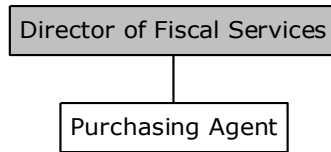
The City holds three surplus auctions per year: the first is to sell used computer equipment; the second is to sell unclaimed property from the Police Department; and the final sale is for used cars and trucks.

Performance Objectives

Performance Indicators (OUTPUT)	2006-07 Actual	2007-08 Actual	% Change
Average number of days from bid request to award	45	45	0.0%
Value of funds from City auctions	\$75,031	\$111,970	49.2%
Value of goods and services purchased	\$19,700,000	\$20,000,000	1.5%

Performance Indicators (EFFICIENCY)	2006-07 Actual	2007-08 Actual	% Change
Percentage of awards without dispute	0%	0%	N/A
Purchasing budget as % of total purchases	0.005%	0.005%	0.0%

Organizational Chart



Shaded boxes indicate a reporting structure to a department head that is funded outside of this budget.

Staff Summary	Approved 2007-08	Approved 2008-09	Adopted 2009-10
<u>Full-Time</u>			
Purchasing Agent	1	1	1
Total Full-Time	1	1	1
<u>Regular Part-Time</u>			
None	0	0	0
Total Regular Part-Time	0	0	0
Department Total	1	1	1