

Purchasing

Department Mission

To procure required services, equipment and supplies at the best possible cost, consistent with suitable quality under the basis of competitive procurement and to provide the best service to our customers (departments and taxpayers). Provide fair and legal environment for all vendors.

Overview of Expenditures and Revenues

	2016 Actual	2017 Budget	2017 Estimate	2018 Request	2018 Approved	% Change
Expenditures:						
Personnel	\$ 394,285	\$ 401,845	\$ 395,045	\$ 475,134	\$ 398,382	
Services & Supplies	794,025	1,476,137	861,803	1,471,894	1,471,894	
Equipment	19,095	20,000	-	20,000	20,000	
Total Expenditures	\$ 1,207,405	\$ 1,897,982	\$ 1,256,848	\$ 1,967,028	\$ 1,890,276	-0.41%
Revenues:						
Federal/State Grants	\$ 32,050	\$ 32,000	\$ 32,000	\$ -	\$ -	
Charges & Fees	1,115,801	1,077,543	1,116,595	1,139,077	1,179,077	
Miscellaneous		38,000		-	-	
Fund Balance Applied		561,320		582,278	498,989	
Property Tax Levy	188,685	189,119	189,119	245,673	212,210	12.21%
Total Revenues	\$ 1,336,536	\$ 1,897,982	\$ 1,337,714	\$ 1,967,028	\$ 1,890,276	

Summary of Budget Changes and Highlights

1. After reviewing the chargebacks for various insurances from recent years, the information on the insurance / self-insurance fund balance, the actuaries reports on the outstanding liabilities for workers comp and general liability, other outstanding or potential non-insured liabilities, and actual cost of these various in-house programs or insurance.

Proposed is a revised amount to charge departments for 2017 and 2018. This is a reduction of approx. \$606,000 over two years. Insurance chargeback worksheets are attached.

2. Staffing discussion: Full time risk manager. Potential for changing the current Safety Coordinator to a Risk Manager. This would include current safety duties for the County (only) and assume other risk management duties for EC County. No new levy funding. Pending further review of the workers comp services, this position and the purchasing staff.

3. Addbacks; request to add \$2229 to the tax levy for purchasing salaries and benefits. Expenses and revenue budgets attached.

4. Other staffing notes: Adding new vendors - much more time than expected (approx. 1 hr/day)

Purging old vendors – added to printer

Back-up training for all purchasing staff + printer

Still performing most phone systems support and updates.

(Centrex, voice mail, VoIP, cell phones, transferred data phones only)

Organizational Chart

Current:



Approved:



Year	2011	2012	2013	2014	2015	2016	2017	2018
FTE	5.76	5.76	5.76	5.76	5.50	5.50	5.50	5.0

Program Financials

2018 Approved Program/Service	Program 1 Purchasing	Program 2 Risk / Work / Insur	Program 3 Printshop Mail		Totals
Expenditures:					
Personnel	\$ 243,133	\$ 114,235	\$ 41,014		\$ 398,382
Service & Supplies	6,100	1,430,980	34,814		1,471,894
Equipment	-	-	20,000		20,000
Total Expenditures	\$ 249,233	\$ 1,545,215	\$ 95,828		\$ 1,890,276
Revenues:					
Federal/State Grants	\$ -	\$ -	\$ -		\$ -
Charges & Fees	72,000	964,154	142,923		1,179,077
Miscellaneous	-	-	-		-
Fund Balance Applied	-	498,989	-		498,989
Property Tax Levy	177,233	82,072	(47,095)		212,210
Total Revenues	\$ 249,233	\$ 1,545,215	\$ 95,828		\$ 1,890,276
Mandated Service?	State Stat. 59.52	State Stat. 59.52	State Stat. 59.52		

2017 Approved Program/Service	Program 1 Purchasing	Program 2 Risk / Work / Insur	Program 3 Printshop Mail	Program 4 Rentals	Program 5 Wellness Grant
Expenditures:					
Personnel	\$ 263,866	\$ 75,133	\$ 62,846	\$ -	\$ -
Service & Supplies	5,900	1,391,130	43,082	4,025	32,000
Equipment	-	-	20,000	-	-
Total Expenditures	\$ 269,766	\$ 1,466,263	\$ 125,928	\$ 4,025	\$ 32,000
Revenues:					
Federal/State Grants	\$ -	\$ -	\$ -	\$ -	\$ 32,000
Charges & Fees	54,600	886,943	131,000	5,000	-
Miscellaneous	-	18,000	20,000	-	-
Fund Balance Applied	-	561,320	-	-	-
Property Tax Levy	215,166	-	(25,072)	(975)	-
Total Revenues	\$ 269,766	\$ 1,466,263	\$ 125,928	\$ 4,025	\$ 32,000
Mandated Service?	Yes	Yes	Yes	No	No

2017 Approved Program/Service	Program 6	Program 7	Program 8	Program 9	Totals
Expenditures:					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ 401,845
Service & Supplies	-	-	-	-	1,476,137
Equipment	-	-	-	-	20,000
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 1,897,982
Revenues:					
Federal/State Grants	\$ -	\$ -	\$ -		\$ 32,000
Charges & Fees	-	-	-	-	1,077,543
Miscellaneous	-	-	-	-	38,000
Fund Balance Applied	-	-	-	-	561,320
Property Tax Levy	-	-	-	-	189,119
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 1,897,982
Mandated Service?					

#1 Procurement Process		Budget	Levy			FTE's
		\$249,233	\$177,233			3.00
Provides support services for the purchase of all supplies, equipment and services for all departments. Includes bidding, quotes, purchase orders, RFP, contracts and negotiations. Provides a fair and competitive procurement process. Saves the department time and saves money through the centralized purchasing process. Functions also include facilitating administrative projects, facility leases and construction projects. Promote shared services with the City of Eau Claire and other organizations. Manage VOIP & Centrex phone systems.						
OUTPUTS						
			2014	2015	2016	YTD 2017
Number of procurement bids received during year:			7	34	13	12
Number of RFP's during year:			4	13	2	5
Number of purchase orders processed during year:						
Raised PO required for over \$500 spend to \$2500 spend in 2013/2014 Dropped threshold to \$500 again in 2017			197	515	296	338
**Contract Management, Newly created contracts, legal documents			16	34	11	13
Telephone/Mobile Device Management # of Phones (T=956) (MD=169)			1038	1102	1125	
Procurement Cards/Fuel Cards Management # of cards (P=212) (F=133)			200	236	323	345
Performance Goal	Outcome Measures	Benchmark	2014	2015	2016	YTD 2017
Provide a fair consistence and competitive procurement process.	95% of all procurements are processed without protests.	95%	99%	99%	99%	99%
Provide quality and timely purchasing services.	90% of purchasing request were dealt with in a timely manner.	90%	95%*	95%	97%	98%
Provide project management for all Courthouse Departments for county projects or services.	95% of feedback to County Board, committees or public for timeline, schedule, updates, cost, change orders etc.	95%	100%	100%	100%	100%
Provide timely phone services	98% phones are properly functioning, changes are complete, new service provided	95%	98%**	99%	95%	
Provide timely card services	98% cards are created, updated, changed and reissued (due to fraud) in a timely manner	95%	98%**	99%	99%	100%
**NEW Addition						

#2 Risk Management and Insurance			Budget	Levy			FTE's
			\$1,545,215	\$82,072			1.00
Provides for the correct and appropriate level of insurance in accordance to risk tolerance. Provide and manages self-insurance and large deductible programs as determined. Minimize the number of claims and minimize the cost of claims once submitted (losses). Communicate information appropriately including; state mandated reports, insurance firms, actuaries, County departments and County Board.							
OUTPUTS							
			2014	2015	2016	YTD 2017	
Number of risk management policies implemented:			1	1	1	1	
Number of staff trained by Safety Coordinator:			142	252	230	365	
Number of vehicle accidents, property and liability claims processed:			4	11	4	9	
Number of Workers Compensation claims			22	31	10	15	
Performance Goal	Outcome Measures	Benchmark	2014	2015	2016	YTD 2017	
Obtain and maintain adequate insurance.	95% of all claims are covered by insurance.	95%	100%	100%	100%	100%	
Provide the required safety training to staff.	90% of staff trained according to requirements of insurance policies, self-insured programs, or state statutes.	90%	95%	100%	100%	75%	
Maintain adequate funding for insured programs.	100% of funds available to pay for outstanding claims.	100%	100%	100%	100%	100%	
Maintain county-wide property list including: (buildings, vehicles, equipment and property in the open)	100% spreadsheet to be updated throughout the year as new construction, and equipment is added/deleted. This obligation was transferred from the Finance Director to be maintained by Purchasing. (In process) not updated since 2004.	100%	**60%	100%	100%	100%	
**New Addition 2014							
#3 Printing & Mail			Budget	Levy			FTE's
			\$95,828	\$0			1.50
The program provides for in-house printing of copies and forms. Processes surplus equipment for GovDeals Internet auction site and outgoing mail for County and courthouse departments. Saves money as the costs are lower than outsourcing.							
OUTPUTS							
			2014	2015	2016	YTD 2017	
Number of print orders per year:			1,304	1388	680	562	
Number of imprints per year			1.6M	1.4/M	600,000	587,233	
Number of bindery jobs per year:			1,254	1256	731	592	
Pieces of mail processed per year:			391,258	368,994	199,872	169,135	
Performance Goal	Outcome Measures	Benchmark	2015	2016	YTD 2017		
Provide printing to meet specifications of order (quality of work).	100% of orders processed will be marked high quality or better on survey.	99%	99%	99%	100%	100%	
Provide quick turn around time.	100% of orders filled will show very good or better in turnaround time.	96%	96%	96%	100%	100%	
Provide central printing services at lowest cost.	100% of projects are provided at lowest cost.	100%	100%	100%	100%	100%	
Provide in house mail processing accurately.	100% will be confident the mail was processed accurately.	99%	99%	99%	100%	100%	