



*City of Franklin, Tennessee*  
**FY 2018 Operating Budget Request**

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# Purchasing

Brian Wilcox, Purchasing Manager



# *City of Franklin, Tennessee* - FY 2018 Budget Request

## **Purchasing**

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### **Outline**

- **Focus of Purchasing**
- **Aim of Purchasing**
- **Mission of Purchasing**
- **Some Routine Duties of Purchasing**
- **Organization Chart**
- **Base Budget Request**
  - **Personnel**
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- **Summary**



## *City of Franklin, Tennessee - FY 2018 Budget Request* **Purchasing**

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### **Focus of Purchasing**

The City of Franklin divides the purchasing function into two broad categories:

- > that which pertains to the design and/or construction of new infrastructure and facilities; and
- > that which does not.

The Purchasing Office focuses its attention on the purchase of goods and services that do not pertain to new construction and leaves to the Engineering Department and the Facilities Office purchasing that does pertain to new construction.



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### Aim of Purchasing

The Purchasing Office aims to facilitate the procurement of non-construction-related products and services for the City ...

- > at the right specification that meets the end-user department's needs
- > in the right quantity
- > at the right price
- > from the right source
- > for delivery at the right time
- > at the right location
- > for the right end-user department.



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## Mission of Purchasing

The mission of the City of Franklin Purchasing Office is:

- > to support the City's end-user departments in the policy-compliant procurement of non-construction-related products and services so that the City may fulfill its mission;
- > to strive for the City to receive maximum value for every non-construction-related purchase of the City; and
- > to strive to preserve and enhance the public trust in the manner in which the City conducts its non-construction-related purchasing.



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### Some Routine Duties of Purchasing

- > Administer the purchasing card program (net spend of \$7.2 million on about 20,000 transactions by 419 cardholders resulting in a rebate of \$62,940 earned based on CY2016 spend, paid to City early in CY2017)
- > Administer (with Fleet) fleet fuel purchasing (for about 700 vehicles and pieces of equipment, and about 500 drivers)
- > Administer (with Fleet) the disposal of the City's surplus personal property (71 auctions in CY2016 yielding net proceeds of \$371,845)
- > Represent the City at area vendor outreach events
- > Process procurement requisitions (approximately 175 during CY2016)
- > Prepare and release procurement solicitation documents
- > Review vendor contracts
- > Function as centralized point of contact for vendors seeking to do business with the City

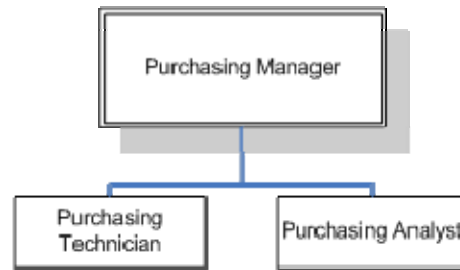


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## **Purchasing**

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## **Organization Chart**





## *City of Franklin, Tennessee - FY 2018 Budget Request* **Purchasing**

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### **Base Budget Request: Personnel**

Budget FY2017 \$ 212,090

Budget FY2018 \$ 226,310

#### **Total Personnel 3:**

Purchasing Manager (incumbent: Brian Wilcox, since 2004)

Purchasing Analyst (incumbent: Suzanne Ward, since 2012)

Purchasing Technician (incumbent: Natalie Keene, since 2016)

Turnover: 1 (Purchasing Technician)

Vacancy beginning 5/13/2016

Position was refilled 8/15/2016



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### **Base Budget Request: Operations, including personnel**

Budget FY2017 \$ 47,574 (-\$3,035 w/ *interfund transfer*)

Budget FY2018 \$ 49,655 (-\$2,178 w/ *interfund transfer*)

More noteworthy changes from FY2017 to FY2018:

The Spring 2017 Purchasing Office relocation causes the need for some administrative expenses (e.g., office supplies, copy machine) needing to be assumed by the Purchasing Office budget. Previously, the Purchasing Office shared such expenses with the Finance Department.



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### **Program Enhancement Requests**

Total Enhancement Requests: 3

> Quarterly Updates to Vendor Spend Data Processing Services for Spend Analysis	\$ 4,500
> Online Public Access to Vendor Spend Data	\$ 5,500
> E-Procurement	<u>\$ 25,000</u>
> Total	\$ 35,000



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### **Summary**

The Purchasing Office is dedicated to the principles of integrity, transparency, competition and fairness in the procurement of non-construction-related products and services needed by the various departments of the City.