



City of Franklin, Tennessee
FY 2017 Operating Budget Request

Purchasing

Brian Wilcox, Purchasing Manager

Suzanne Ward, Purchasing Analyst



City of Franklin, Tennessee - FY 2017 Budget Request

Purchasing

Outline

- > Focus of Purchasing
- > Aim of Purchasing
- > Mission of Purchasing
- > Some routine duties of Purchasing
- > Organization Chart
- > Base Budget Request: Personnel
- > Base Budget Request: Operations
- > Program Enhancement Requests
- > Summary



City of Franklin, Tennessee - FY 2017 Budget Request

Purchasing

Focus of Department

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.



City of Franklin, Tennessee - FY 2017 Budget Request

Purchasing

Aim of Department

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.



City of Franklin, Tennessee - FY 2017 Budget Request

Purchasing

Mission of Department

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.



City of Franklin, Tennessee - FY 2017 Budget Request

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Some routine duties of Department

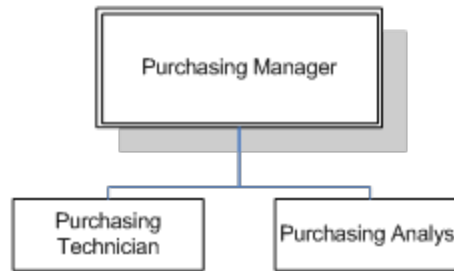
- > Administer the purchasing card program (net spend of \$6.95 million on about 19,000 transactions by 415 cardholders resulting in a rebate of \$64,639 earned during CY2015)
- > Administer (with Fleet) fleet fuel purchasing (for about 600 vehicles and pieces of equipment, and about the same number of drivers)
- > Administer (with Fleet) the disposal of the City's surplus personal property (60 auctions in CY2015 yielding net proceeds of \$408,287)
- > Represent the City at area vendor outreach events
- > Process procurement requisitions
- > Prepare and release procurement solicitation documents
- > Review vendor contracts
- > Function as centralized point of contact for vendors seeking to do business with the City



City of Franklin, Tennessee - FY 2017 Budget Request

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Organization Chart





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Purchasing

Base Budget Request: Personnel

Total Personnel 3:

Purchasing Manager (incumbent: Brian Wilcox, since 2004)

Purchasing Analyst (incumbent: Suzanne Ward, since 2012)

Purchasing Technician (incumbent: Dee Settle, since 2012)



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Base Budget Request: Operations (including personnel)

Budget FY2016 \$192,025

Budget FY2017 \$204,615

More noteworthy changes from FY2016 to FY2017:

- \$ 4,541 increase in premiums for medical and group insurance
- \$ 4,200 added for computer upgrades
- \$ 1,940 added for professional development
- \$ 2,000 added for furniture



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Program Enhancement Requests

Total Enhancement Requests: 4

> Upgrade subscription for annual preparation of spend analysis data to quarterly updates	\$ 4,500
> Satisfaction surveys of departments and vendors	\$ 1,000
> Software for tracking Certificates of Insurance	\$ 1,000
> Part-time Purchasing Specialist	\$27,795
Total	\$34,295



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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.