



City of Franklin, Tennessee
FY 2019 Operating Budget Request

Purchasing

Brian Wilcox, Purchasing Manager



City of Franklin, Tennessee - FY 2019 Budget Request

Purchasing

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City of Franklin, Tennessee - FY 2019 Budget Request **Purchasing**

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.



City of Franklin, Tennessee - FY 2019 Budget Request **Purchasing**

Aim of Purchasing

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

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- > 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 2019 Budget Request **Purchasing**

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.**



City of Franklin, Tennessee - FY 2019 Budget Request **Purchasing**

Some Routine Duties of Purchasing

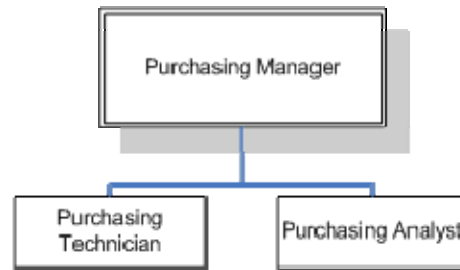
- > Administer the purchasing card program (for CY2017 net spend of approximately \$8.5 million on over 21,000 transactions by 439 cardholders resulting in a rebate of about \$68,125 earned based on CY2017 spend, paid to City early in CY2018)**
- > Administer (with Fleet) fleet fuel purchasing (for 715 vehicles and pieces of equipment, and 594 drivers)**
- > Administer (with Fleet) the disposal of the City's surplus personal property (84 auctions in CY2017 yielding net proceeds of \$232,814)**
- > Represent the City at area vendor outreach events**
- > Process procurement requisitions (over 200 during CY2017)**
- > 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

Organization Chart





City of Franklin, Tennessee - FY 2019 Budget Request **Purchasing**

Base Budget Request: Personnel

Budget FY2018 \$ 233,013

Budget FY2019 \$ 239,563

Total Personnel 3:

Purchasing Manager (incumbent: Brian Wilcox, since 2004)

Purchasing Analyst (incumbent: Suzanne Ward, since 2012)

Purchasing Technician (incumbent: Natalie Keene, since 2016)



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Base Budget Request: Operations

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

Budget FY2019 \$ 49,796 (-\$4,131 w/ *interfund transfer*)

More noteworthy changes from FY2018 to FY2019:

The annual Forum and Products Exposition of NIGP – The Institute for Public Procurement – is the largest North American educational conference exclusively for individuals in public procurement. The 2018 NIGP Forum will be held in Nashville, thus presenting an opportunity for Franklin Purchasing Office personnel who do not typically attend this annual professional development event to do so this year.

Computer hardware was mostly replaced in FY2018 and is not scheduled to be replaced again until FY2021.



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Program Enhancement Requests

Total Enhancement Requests: 6

1. Space for Surplus Property	\$ 3,500
2. Document Warehousing	\$ 1,800
3. Spend Analysis: Spotlight on Spend (Internal Use)	\$ 5,500
4. E-Procurement	\$ 56,000
5. Spend Analysis: Quarterly Updates to Vendor Spend Data Processing Services	\$ 4,500
6. Spend Analysis: Additional 30 Licenses for the Observatory	<u>\$ 11,000</u>
Total	\$ 82,300



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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.