



City of Franklin, Tennessee
FY 2020 Operating Budget Request

Purchasing

Brian Wilcox, Purchasing Manager



City of Franklin, Tennessee - FY 2020 Budget Request

Purchasing

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City of Franklin, Tennessee - FY 2020 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 2020 Budget Request **Purchasing**

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.**



City of Franklin, Tennessee - FY 2020 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 2020 Budget Request **Purchasing**

Some Routine Duties of Purchasing

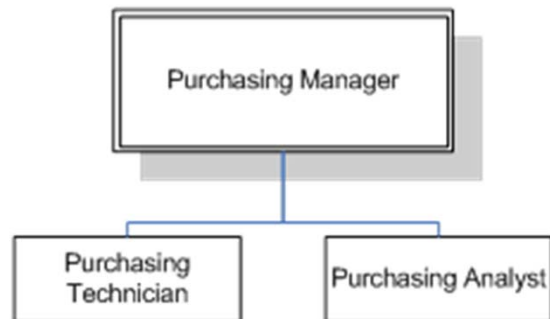
- > Administer the purchasing card program (for CY2018 valued at approximately \$8 million from about 21,000 transactions by 464 cardholders resulting in a rebate of about \$69,600 earned based on CY2018 spend, paid to City early in CY2019)**
- > Administer (with Fleet) fleet fuel purchasing (for about 700 vehicles and pieces of equipment, and about 600 drivers)**
- > Administer (with Fleet and Police) the disposal of the City's surplus personal and seized property (155 auctions in CY2018 yielding net proceeds of \$140,999)**
- > Represent the City at area vendor outreach events**
- > Process procurement requisitions (over 200 during CY2018)**
- > Prepare and release procurement solicitation documents and facilitate formal procurement solicitations**
- > Review vendor contracts**
- > Function as centralized point of contact for vendors seeking to do business with the City**



City of Franklin, Tennessee - FY 2020 Budget Request

Purchasing

Organization Chart





City of Franklin, Tennessee - FY 2020 Budget Request **Purchasing**

Base Budget Request: Personnel

Budget FY2019 \$ 249,897

Budget FY2020 \$ 245,425

Total Personnel 3:

Purchasing Manager (incumbent: Brian Wilcox, since 2004)

Purchasing Analyst (incumbent: Suzanne Ward, since 2012)

Purchasing Technician (incumbent: Leslie Pewitt, since 2018)



City of Franklin, Tennessee - FY 2020 Budget Request **Purchasing**

Base Budget Request: Operations

Budget FY2019 \$ 44,913 (-\$11,807 *w/ interfund transfer*)

Budget FY2020 \$ 50,193 (-\$7,661 *w/ interfund transfer*)

Most noteworthy change from FY2019 to FY2020:

Approximately \$3,700 for professional development



City of Franklin, Tennessee - FY 2020 Budget Request **Purchasing**

Program Enhancement Requests

Total Enhancement Requests: 2

1. Procurement Officer IV	\$ 97,248
2. Procurement Requisition	
<u>Approval Workflow Software</u>	<u>\$ 49,000</u>
Total	\$146,248



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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.