

Purchasing

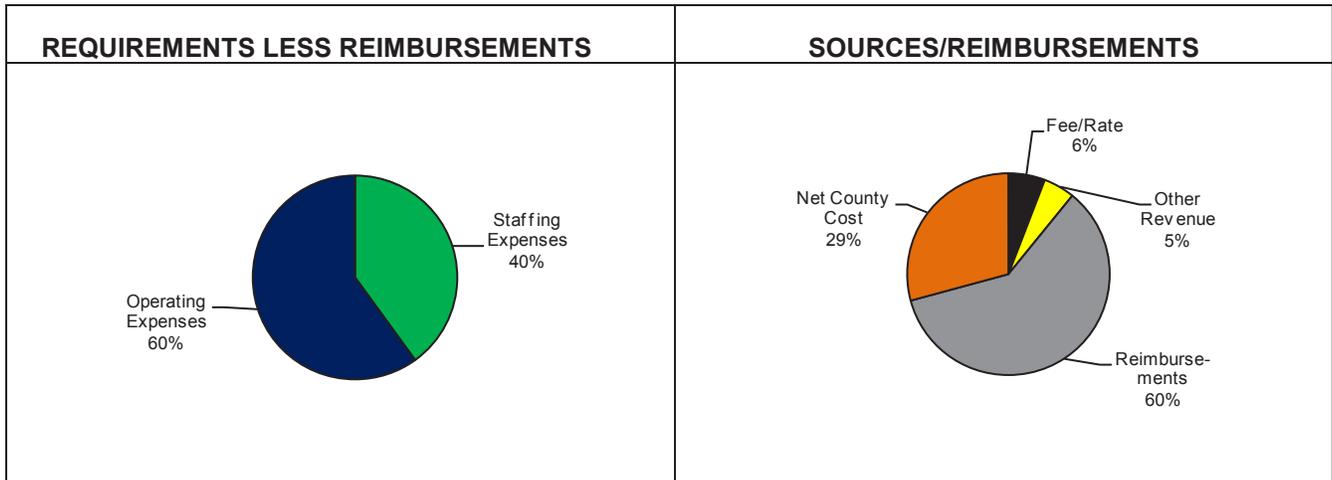
DESCRIPTION OF MAJOR SERVICES

The Purchasing Department provides procurement services, administers contracts, maintains vendor relationships, oversees procurement card program operations, and manages the electronic procurement system. In addition, the department provides in-house printing, mail, surplus property disposition, and storage services which are accounted for in the department's three internal service funds.

Budget at a Glance	
Requirements Less Reimbursements	\$5,893,848
Sources/Reimbursements	\$4,171,364
Net County Cost	\$1,722,484
Total Staff	24
Funded by Net County Cost	29%

Purchasing provides these services while offering superior customer service, innovation, ethical and fair treatment, and transparency in the fulfillment of the department's mission. The department holds itself to the highest professional standards while upholding legal requirements and fiduciary responsibility to the citizens of San Bernardino County.

2015-16 ADOPTED BUDGET



ANALYSIS OF 2015-16 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Purchasing
 FUND: General Fund

BUDGET UNIT: AAA PUR
 FUNCTION: General
 ACTIVITY: Finance

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2014-15 Final Budget	2015-16 Adopted Budget	Change From 2014-15 Final Budget
Requirements							
Staffing Expenses	1,415,614	1,536,385	1,770,986	1,870,742	2,049,980	2,354,730	304,750
Operating Expenses	2,768,866	3,342,385	2,998,479	3,358,755	3,381,636	3,529,118	147,482
Capital Expenditures	162,829	56,775	110,000	0	0	10,000	10,000
Total Exp Authority	4,347,309	4,935,545	4,879,465	5,229,497	5,431,616	5,893,848	462,232
Reimbursements	(3,074,099)	(2,896,068)	(2,906,352)	(3,097,544)	(3,302,139)	(3,531,413)	(229,274)
Total Appropriation	1,273,210	2,039,477	1,973,113	2,131,953	2,129,477	2,362,435	232,958
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,273,210	2,039,477	1,973,113	2,131,953	2,129,477	2,362,435	232,958
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	305,248	339,995	358,301	321,264	327,504	344,700	17,196
Other Revenue	181,799	664,862	(68,635)	371,531	263,000	295,251	32,251
Total Revenue	487,047	1,004,857	289,666	692,795	590,504	639,951	49,447
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	487,047	1,004,857	289,666	692,795	590,504	639,951	49,447
Net County Cost	786,163	1,034,620	1,683,447	1,439,158	1,538,973	1,722,484	183,511
Budgeted Staffing*	15	17	20	23	23	24	1

*Data represents final budgeted staffing

MAJOR EXPENDITURES AND REVENUE IN 2015-16 ADOPTED BUDGET

Operating expenses of \$3.5 million make up the majority of the department's expenditures within this budget unit. These expenses include \$2.9 million for Countywide office supplies which are reimbursed by user departments, and \$257,297 in ongoing expenses for the enterprise electronic procurement system.

Sources of \$639,951 include \$344,700 from the service charge for administering the desktop office supply program and consolidated billing, as well as \$295,251 from various rebate agreements associated with Countywide procurement programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$232,958 primarily due to the addition of one new budgeted position. An increase of \$147,482 in operating expenses primarily represents an increase in Countywide office supply expenses, offset by a \$229,274 increase in departmental reimbursements. Sources are increasing by \$49,447 related to rebates.

2015-16 POSITION SUMMARY*

Division	2014-15 Final Staffing	Adds	Deletes	Reorgs	2015-16 Adopted	Limited	Regular
Executive	3	0	0	0	3	0	3
Administration	6	0	0	0	6	0	6
Procurement	14	1	0	0	15	0	15
Total	23	1	0	0	24	0	24

*Detailed classification listing available in Appendix D



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.4 million fund 24 budgeted regular positions. Budgeted staffing expenses have increased by \$254,750 due to increased retirement costs and the addition of a Supervising Buyer in 2015-16 to help more equally distribute increased workload.

