

Purchasing

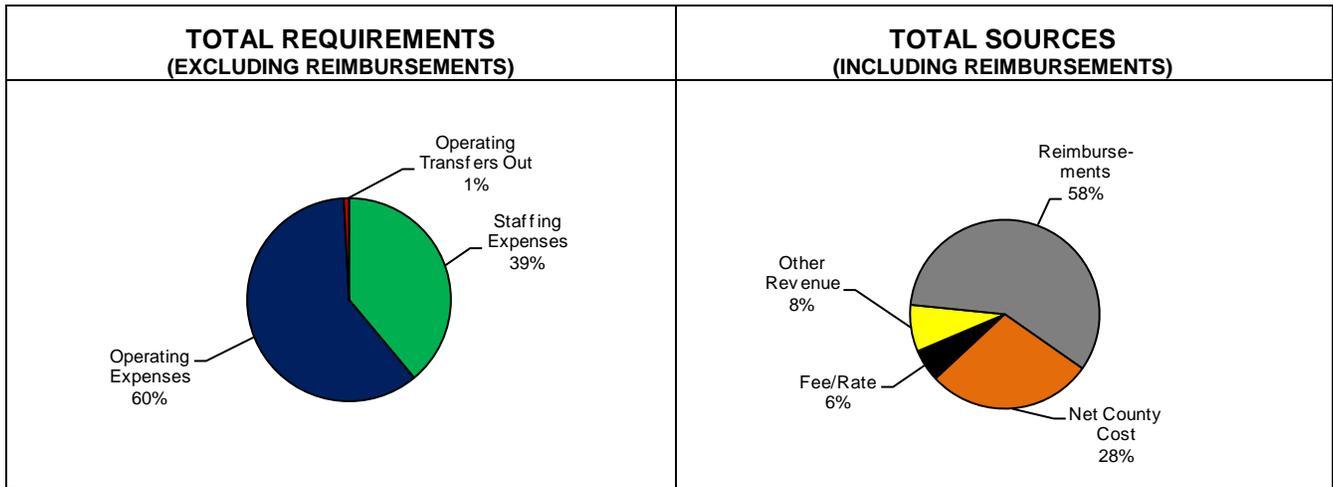
DESCRIPTION OF MAJOR SERVICES

The Purchasing Department provides procurement services, administers contracts, manages vendor relationships, oversees procurement card program operations, and implements the electronic procurement system. Divisions include printing services and graphic design, mail and courier services, and surplus property disposition and storage services.

Budget at a Glance	
Total Requirements (Excl. Reimb.)	\$6,058,443
Total Sources (Incl. Reimb.)	\$4,342,727
Net County Cost	\$1,715,716
Total Staff	25
Funded by Net County Cost	28%

Essential values are customer service, partnership, innovation, ethical and fair conduct, professional standards, and transparency in the fulfillment of the department's purchasing obligations while upholding legal requirements and fiduciary responsibility to the citizens of San Bernardino County.

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: General Fund

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A)
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	Change From Prior Year Modified Budget
Requirements							
Staffing Expenses	1,536,385	1,770,986	1,870,742	2,386,297	2,160,876	2,360,391	(25,906)
Operating Expenses	3,342,385	2,998,479	3,358,755	3,572,618	3,313,606	3,648,052	75,434
Capital Expenditures	56,775	110,000	0	100,000	100,000	0	(100,000)
Total Exp Authority	4,935,545	4,879,465	5,229,497	6,058,915	5,574,482	6,008,443	(50,472)
Reimbursements	(2,896,068)	(2,906,352)	(3,097,544)	(3,531,413)	(3,236,296)	(3,522,397)	9,016
Total Appropriation	2,039,477	1,973,113	2,131,953	2,527,502	2,338,186	2,486,046	(41,456)
Operating Transfers Out	0	0	0	0	0	50,000	50,000
Total Requirements	2,039,477	1,973,113	2,131,953	2,527,502	2,338,186	2,536,046	8,544
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	0	0	0	0	0	0
Fee/Rate	339,995	358,301	321,264	344,700	322,795	336,000	(8,700)
Other Revenue	664,862	(68,635)	371,531	428,751	454,203	484,330	55,579
Total Revenue	1,004,857	289,666	692,795	773,451	776,998	820,330	46,879
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	1,004,857	289,666	692,795	773,451	776,998	820,330	46,879
Net County Cost	1,034,620	1,683,447	1,439,158	1,754,051	1,561,188	1,715,716	(38,335)
Budgeted Staffing*	17	20	23	25	25	25	0

*Data represents modified budgeted staffing

Note: Purchasing is classified as a central service department in the Countywide Cost Allocation Plan (COWCAP). In order to allocate full central service costs to the County's operating departments, central service departments do not pay COWCAP charges. Not included in this budget is \$142,844 which represents Purchasing's share of costs of other central service departments, such as Human Resources.

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Operating Expenses of \$3.7 million make up the majority of the requirements within this budget unit. These expenses include \$2.8 million for Countywide office supplies, which are reimbursed by user departments, and \$268,517 in ongoing expenses for the enterprise electronic procurement system.

Sources of \$820,330 primarily include \$336,000 in service charges for administering the desktop office supply program and consolidated billing, as well as \$394,330 from various rebate agreements associated with Countywide procurement programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$8,544 mainly due to increased Operating Expenses associated with the cost of updating the department's websites to better serve its customers. Those increases are offset by a decrease in Staffing Expenses due to the departure of experienced staff and the resulting hiring of new personnel at lower salary and benefit costs. Sources are increasing by \$46,879 related to rebates.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Executive	3	0	0	0	3	0	3	
Administration	6	0	0	0	6	0	6	
Procurement	16	0	0	0	16	0	16	
Total	25	0	0	0	25	0	25	

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$2.4 million fund 25 budgeted regular positions. There are no staffing changes to this budget unit.

