

Fiscal Year 2007/2008 Budget Highlights and Goals

PURCHASING

FY2007 Highlights

PURCHASING:

- Reorganized internal department responsibilities to improve efficiencies for external and internal customers.
- Revised Purchasing Department Web Page on County Internet to be more "user friendly"
- Developed vendor guide and revised vendor application and commodity forms
- Monitored and administrated contracts for Valley Hi Nursing Facility, Judicial Center Remodel Projects, Animal Control/Health Department Project, Performance Contracting Project, Campus Master Planning Project, IT Server Room/Disaster Recovery Project, as well as smaller required contract projects by various departments.
- Standardized on County Furniture requirements
- Processed approximately 2000 purchase orders for appointed and elected departments in excess of \$190,000,000.00.

MAILROOM:

- Revised mailroom center guide and had it posted on County Intranet
- Provided training for each department on the new postage requirements by the USPS
- Streamlined the sorting and distributing of mail
- Implemented cross-training for purchasing staff to be fully trained in mailroom duties

FY2008 Goals

PURCHASING:

- Development of standardized County contracts for services and constructions
- Provide additional specialized training for Purchasing staff
- Continue to monitor best practices in the procurement for other County entities
- Continue to monitor all construction contracts and work with contractors to bring projects in on time and under budget

MAILROOM:

- Continue to institute procedures to save time and dollars spent in mailing for other departments
- Institute a separation of allocated budget dollars to track actual mailroom expenses including postage
- Provide specialized training to staff to continue to seek ways to reduce postage budget for the County