

Fiscal Year 2008/2009 Budget Highlights and Goals

Purchasing

FY2008 Highlights

PURCHASING:

- Developed method of standardizing County contracts for services and construction
- Provided additional specialized training for Purchasing staff
- Continued to monitor best practices in the procurement for other County entities
- Continued to monitor all construction contracts and work with contractors to bring projects in on time and under budget, specifically, completion of Animal Control Facility and Courthouse renovations
- Hired a Bid Coordinator/Buyer to assist with formal bid procedures and day to day procurement requirements for the County
- Processed approximately 3000 purchase orders for appointed and elected departments totaling over \$180,000,000.00
- Developed and supervised formal bid/RFP openings for appointed and elected departments included in total above

MAILROOM:

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

FY 2009 Goals

PURCHASING:

- Provide training for professional certification in public procurement for Buyer and Bid Coordinator
- Director to begin certification process to become LEED AP (Leadership in Energy and Environmental Design Accredited Professional)
- Continue to monitor and seek ways to improve best practices for procurement for other County entities
- In light of the economic slowdown, pursue new methodology and functionality of the procurement of goods and services for the County
- Institute and incorporate more "Green" purchasing methods and operational practices for the County

MAILROOM:

- Continue to institute procedures to save time and dollars spent in mailing for other departments
- Continue to provide specialized training to staff to continue to seek ways to reduce postage budget for the County