

PURCHASING DEPARTMENT



FY21 Budget Highlights

DEPARTMENTAL MISSION/GOALS:

The Purchasing Department procures products and services under the administration of the County Mayor, the County Board of Commissioners, and other elected officials. Ensures the procurement of quality products and services at the lowest possible cost while providing suppliers with a fair and equal opportunity to conduct business with Shelby County Government.

General Fund 010 – DEPT 2017 Purchasing Department

Summary	<u>FY19 Actual</u>	<u>FY20 Amended *</u>	<u>FY21 Proposed</u>	<u>FY21-20 Var</u>
Total Personnel	662,793	696,547	659,749	(36,798)
O&M	41,340	59,918	44,461	(15,457)
Net Expenditures	<u>(704,134)</u>	<u>(756,465)</u>	<u>(704,210)</u>	<u>52,255</u>

**Excludes carry forwards and one time expenditures*

CHANGES TO MAJOR CATEGORIES:

- **Personnel:** Decrease is based on county-wide reductions in the personnel budget through the elimination of vacant positions and reduction of variances between position budgets and actual salaries.
- **O&M:** Decrease is based on county-wide reductions in operating expenditures.

OTHER FUNDS:

- No other funds.

GENERAL FUND

FY 2021 Considerations

*Department 010-2017
Christin Webb, Administrator*

PERSONNEL					
	Current	FY 2021 New Request	% Change		
FTE	10.0	0.0	0.0%		
Base Salary	542,932	-	0.0%		
Fringe	192,095	-			
	<u>735,027</u>	<u>-</u>	0.0%		
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u> ⁽²⁾
Total Budgeted Personnel ⁽¹⁾		622,083	715,565	704,705	687,061
Actual Under-spending		108,253	125,843	85,684	32,416
<u>Vacancy Overview</u>					
		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Budgeted FTEs		9.0	10.0	10.0	10.0
Monthly Average Vacancies		1.5	1.4	1.0	0.0
Actual Unspent as a % of Total Personnel		17.4%	17.6%	12.2%	4.7%

OPERATING & MAINTENANCE							
	FY 2017	FY 2018	FY 2019	FY 2020 ⁽²⁾	FY 2021 Request	\$ Change	% Change
Adopted Budget	66,300	66,300	59,918	59,918	59,918	-	0.0%
Amended Budget	66,300	59,918	59,918	59,918			
Actual	<u>38,483</u>	<u>43,140</u>	<u>41,340</u>	<u>34,782</u>			
Variance	27,817	16,778	18,578	25,136			
<i>% Unspent O&M</i>	42.0%	28.0%	31.0%				
				<i>% of O&M Budget Expended as of 3/31/20</i> ⁽³⁾			58.0%

(1) Total personnel includes base salary, other compensation, fringe, and restricted salaries.

(2) As of 3/31/2020 Month-end close

(3) Normalized spend rate for 9 months = 75%

ADMINISTRATION AND FINANCE

*Purchasing Department
Christin Webb, Administrator*

FY 2021 Budgetary Considerations

New Budget Request Summary

		<u># of New Positions</u>	<u>Base Salaries</u>	<u>Fringe Benefits</u>	FY21 <u>TOTAL</u>
SALARIES:	<i>Permanent</i>	0	-	-	\$ -
	<i>Temporary</i>		-	-	\$ -
	TOTAL SALARIES	0	-	-	\$ -
OTHER COMPENSATION:					\$ -
O&M:					\$ -
REVENUE: <i>(subtract from cost)</i>					\$ -
TOTAL FY21 NEW REQUEST:					\$ -

FTE Count – 5 Year History

Fund	Dept	Dept Description	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Budget	FY20 Adopted	FY21 New Request
GENERAL FUND								
010	2017	Purchasing	9.0	9.0	10.0 ^a	10.0	10.0	
FTE Changes					+1.0			\$ -

FY18 - (a) 1 FTE added to Purchasing for implementation of the MWBE/LOSB programs

FTE Vacancy Overview

<u>Total FTEs:</u>			Budgeted	Actual Under-	Variance	Actual
FISCAL	Monthly Avg	Budgeted Vacancies ⁽¹⁾	Vacancy Savings	spending	(Add'l Unspent)	Underspent as % of Total Personnel
	-					
2017	9.0	0.1	\$ 4,835	\$ 108,253	\$ 103,418	17.3%
2018	9.8	0.2	\$ 18,214	\$ 125,843	\$ 107,629	17.1%
2019	10.0	0.6	\$ 43,772	\$ 85,684	\$ 41,912	11.4%
2020	10.0	0.4	\$ 32,829 <i>9mo alloc.</i>	\$ 32,416	\$ (413)	4.4%
			\$ 43,772 <i>full year</i>			

FY2020 YTD as of 3/31/2020

Positive = Underspending was more than budgeted.

Vacant FTEs

FISCAL	JUL 1	AUG 2	SEP 3	OCT 4	NOV 5	DEC 6	JAN 7	FEB 8	MAR 9	APR 10	MAY 11	JUN 12	Monthly Avg
2017	1.0	1.0	1.0	1.0	2.0	2.0	1.0	2.0	2.0	2.0	1.0	2.0	1.5
2018	1.0	1.0	2.0	2.0	2.0	3.0	3.0	2.0	1.0	0.0	0.0	0.0	1.4
2019	0.0	0.0	1.0	1.0	1.0	1.0	1.0	2.0	2.0	1.0	1.0	1.0	1.0
2020	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				0.0

(1) Budgeted vacancies calculated based on mean personnel costs divided by total budgeted vacancy savings.

ADMINISTRATION AND FINANCE

Purchasing Department
Christin Webb, Administrator

Operating Changes – 5 Year History (Adopted Budget)

Fund	Dept	Dept Description	FY16 Adopted	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Request
GENERAL FUND								
010	2017	Purchasing	70,300	66,300	66,300	59,918	59,918	59,918
Operating & Maintenance Changes			-	(4,000)	-	(6,382)	-	-

FY17 (4,000) Commission mandated cut to reduce General Fund expenditures by \$2 million county-wide.

FY19 (6,382) Reduction in Rent, Utilities & Maintenance

Budget Overview

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
4543 - Public Records Charges	500	119	(381)	24%	300	46	(254)	15%	200	-	(200)	0%	200	37	(163)	18%	200	200	-	0.0%
45 - Charges for Services	500	119	(381)	24%	300	46	(254)	15%	200	-	(200)	0%	200	37	(163)	18%	200	200	-	0.0%
TOTAL REVENUE SOURCES	500	119	(381)	24%	300	46	(254)	15%	200	-	(200)	0%	200	37	(163)	18%	200	200	-	0.0%
TOTAL OTHER SOURCES	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
TOTAL APPROPRIATION SOURCES	500	119	(381)	24%	300	46	(254)	15%	200	-	(200)	0%	200	37	(163)	18%	200	200	-	0.0%
5102 - Salaries & Labor	451,588	380,581	(71,008)	84%	515,135	438,644	(76,491)	85%	534,908	479,357	(55,551)	90%	542,932	384,431	(158,501)	71%	542,932	517,684	(25,248)	-4.7%
51 - Salaries-Regular Pay	451,588	380,581	(71,008)	84%	515,135	438,644	(76,491)	85%	534,908	479,357	(55,551)	90%	542,932	384,431	(158,501)	71%	542,932	517,684	(25,248)	-4.7%
5266 - Longevity	5,892	4,405	(1,487)	75%	5,892	4,367	(1,526)	74%	5,292	4,383	(910)	83%	5,292	2,777	(2,516)	52%	5,292	5,046	(246)	-4.7%
5281 - Retirement - Sick Pay	-	-	-	0%	4,250	5,771	1,521	136%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
52 - Salaries-Other Compensation	5,892	4,405	(1,487)	75%	10,142	10,138	(4)	100%	5,292	4,383	(910)	83%	5,292	2,777	(2,516)	52%	5,292	5,046	(246)	-4.7%
5510 - Retirement Benefits - County	76,183	62,708	(13,475)	82%	107,921	91,069	(16,852)	84%	122,922	111,163	(11,759)	90%	118,522	84,527	(33,995)	71%	118,522	114,408	(4,114)	-3.5%
5511 - Other Post Employment Benefits	28,631	23,567	(5,064)	82%	28,899	24,386	(4,513)	84%	19,899	17,995	(1,904)	90%	12,705	7,517	(5,187)	59%	12,705	6,005	(6,699)	-52.7%
5516 - Medicare Employer Contributions	6,548	4,756	(1,792)	73%	7,469	5,630	(1,840)	75%	7,756	5,978	(1,778)	77%	7,873	4,792	(3,081)	61%	7,873	7,506	(366)	-4.7%
5520 - Group Life Insurance Benefit	1,892	2,443	551	129%	3,626	2,960	(666)	82%	3,765	3,696	(70)	98%	4,561	3,271	(1,289)	72%	4,561	4,349	(212)	-4.7%
5542 - Group Health Insurance - HRA	15,018	18,860	3,843	126%	15,573	19,532	3,959	125%	14,659	27,059	12,400	185%	30,232	28,070	(2,162)	93%	30,232	38,833	8,601	28.4%
5543 - Group Health Insurance - HMO	36,267	17,340	(18,927)	48%	40,275	11,670	(28,605)	29%	34,890	9,201	(25,689)	26%	13,425	4,039	(9,386)	30%	13,425	5,135	(8,290)	-61.8%
5560 - Long Term Disability Benefit	1,445	1,166	(280)	81%	1,648	1,308	(340)	79%	1,712	1,561	(150)	91%	2,063	1,474	(589)	71%	2,063	1,967	(96)	-4.7%
5591 - On-Job-Injury Benefit Expense	2,710	2,204	(506)	81%	2,576	2,152	(424)	84%	2,140	1,918	(222)	90%	2,172	1,537	(635)	71%	2,172	2,071	(101)	-4.7%
5592 - Unemployment Compensation Benefit	745	635	(110)	85%	515	449	(66)	87%	535	484	(51)	90%	543	387	(156)	71%	543	518	(25)	-4.7%
55 - Fringe Benefits	169,438	133,679	(35,759)	79%	208,503	159,155	(49,348)	76%	208,277	179,054	(29,223)	86%	192,095	135,616	(56,479)	71%	192,095	180,792	(11,303)	-5.9%
5635 - Restricted Salaries	(4,835)	-	4,835	0%	(18,214)	-	18,214	0%	(43,772)	-	43,772	0%	(53,258)	-	53,258	0%	(43,772)	(43,772)	-	0.0%
56 - Restricted Salaries	(4,835)	-	4,835	0%	(18,214)	-	18,214	0%	(43,772)	-	43,772	0%	(53,258)	-	53,258	0%	(43,772)	(43,772)	-	0.0%
TOTAL SALARIES	622,083	518,665	(103,418)	83%	715,565	607,937	(107,629)	85%	704,705	662,793	(41,912)	94%	687,061	522,823	(164,237)	76%	696,547	659,749	(36,798)	-5.3%
6006 - Apparel - Employees	-	-	-	0%	-	-	-	0%	445	162	(283)	36%	-	-	-	0%	-	-	-	0.0%
6016 - Computer Supplies	3,000	2,696	(304)	90%	3,000	2,579	(422)	86%	4,400	3,891	(509)	88%	3,500	3,000	(500)	86%	3,500	1,786	(1,714)	-49.0%
6024 - Employee Recognition Materials	-	-	-	0%	-	139	139	100%	-	412	412	100%	-	-	-	0%	-	-	-	0.0%
6026 - Expendable Furnishings & Equipment	1,000	432	(568)	43%	4,000	3,972	(28)	99%	1,000	268	(732)	27%	1,000	217	(783)	22%	1,000	510	(490)	-49.0%
6027 - Expendable Computer/Telecom Furnishing	-	-	-	0%	4,000	464	(3,536)	12%	-	1,405	1,405	100%	-	-	-	0%	-	-	-	0.0%
6042 - Materials - Operational	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	19	19	100%	-	-	-	0.0%
6052 - Office Supplies	2,000	1,387	(613)	69%	3,000	3,307	307	110%	4,200	2,966	(1,234)	71%	4,000	2,943	(1,057)	74%	4,000	1,786	(2,214)	-55.3%
6054 - Paper Products	1,500	981	(520)	65%	1,500	1,081	(419)	72%	2,000	1,300	(700)	65%	1,000	800	(200)	80%	1,000	1,021	21	2.1%
60 - Supplies & Materials	7,500	5,496	(2,004)	73%	15,500	11,541	(3,959)	74%	12,045	10,404	(1,641)	86%	9,500	6,979	(2,521)	73%	9,500	5,104	(4,396)	-46.3%
6404 - Advertising And Legal Notices	15,000	1,335	(13,665)	9%	13,000	1,107	(11,894)	9%	8,000	401	(7,599)	5%	10,000	6,232	(3,768)	62%	10,000	5,104	(4,896)	-49.0%
6417 - Dues & Memberships - County	-	-	-	0%	-	-	-	0%	-	688	688	100%	252	(84)	(336)	-33%	252	-	(252)	-100.0%
6418 - Dues & Memberships - Individual	5,500	4,578	(922)	83%	5,500	750	(4,750)	14%	1,300	775	(525)	60%	1,440	1,710	270	119%	1,440	766	(674)	-46.8%
6433 - Hospitality Expenses	600	503	(97)	84%	600	950	350	158%	600	831	231	138%	1,432	741	(691)	52%	1,432	561	(871)	-60.8%
6450 - Permits, Licenses and Fees	-	-	-	0%	-	-	-	0%	-	-	-	0%	168	201	33	119%	168	-	(168)	-100.0%
6461 - Printing - Outside	-	-	-	0%	-	-	-	0%	-	-	-	0%	308	308	(0)	100%	308	-	(308)	-100.0%
6462 - Publications & Subscriptions	300	138	(162)	46%	300	125	(175)	42%	300	130	(170)	43%	300	-	(300)	0%	300	153	(147)	-49.0%
6465 - Software-Acquisition & Licenses	-	-	-	0%	-	4,625	4,625	100%	-	-	-	0%	-	-	-	0%	-	1,021	1,021	100.0%
6467 - Travel -Training Related	500	2,379	1,879	476%	500	1,551	1,051	310%	3,500	2,987	(513)	85%	5,000	1,844	(3,156)	37%	5,000	4,649	(351)	-7.0%
6469 - Training & Education - Local	1,000	-	(1,000)	0%	1,000	-	(1,000)	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
64 - Services & Other Expenses	22,900	8,933	(13,967)	39%	20,900	9,108	(11,792)	44%	13,700	5,812	(7,888)	42%	18,900	10,952	(7,948)	58%	18,900	12,253	(6,647)	-35.2%

Budget Overview

Account	2017				2018				2019				2020				2020	2021	2020-2021	
	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	Act %	Budget	Actual	Variance	75%	Excl 1-Time	Preliminary	Variance	%
6699 - Other Professional & Contracted Services	2,000	-	(2,000)	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
66 - Professional & Contracted Services	2,000	-	(2,000)	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
6723 - Equipment Maintenance - Contracted; Cor	9,800	8,563	(1,237)	87%	745	-	(745)	0%	9,000	-	(9,000)	0%	9,000	-	(9,000)	0%	9,000	4,593	(4,407)	-49.0%
6724 - Equip Maintenance - Contracted	200	-	(200)	0%	200	-	(200)	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
67 - Rent, Utilities & Maintenance	10,000	8,563	(1,437)	86%	945	-	(945)	0%	9,000	-	(9,000)	0%	9,000	-	(9,000)	0%	9,000	4,593	(4,407)	-49.0%
6850 - Copy Machines - Inside	1,900	2,316	416	122%	1,900	4,894	2,994	258%	3,500	3,802	302	109%	3,000	2,688	(312)	90%	3,000	3,000	-	0.0%
6852 - Printing - Inside	2,000	1,985	(15)	99%	2,000	3,822	1,822	191%	5,000	4,986	(14)	100%	3,845	2,297	(1,549)	60%	3,845	3,845	-	0.0%
6854 - Mail Services - Inside	10,000	4,839	(5,161)	48%	6,000	5,300	(700)	88%	6,000	5,963	(37)	99%	6,000	4,031	(1,969)	67%	6,000	6,000	-	0.0%
6860 - PC Replacement Installments	-	-	-	0%	2,673	2,673	0	100%	3,769	3,761	(8)	100%	3,769	3,761	(8)	100%	3,769	3,761	(8)	-0.2%
6874 - Telecommunication Services - Inside	10,000	6,352	(3,648)	64%	10,000	5,801	(4,199)	58%	6,904	6,613	(291)	96%	5,904	4,074	(1,830)	69%	5,904	5,904	-	0.0%
68 - Interfund Services	23,900	15,491	(8,409)	65%	22,573	22,492	(81)	100%	25,173	25,125	(48)	100%	22,518	16,851	(5,667)	75%	22,518	22,510	(8)	0.0%
TOTAL OPERATING & MAINTENANCE	66,300	38,483	(27,817)	58%	59,918	43,140	(16,778)	72%	59,918	41,340	(18,578)	69%	59,918	34,782	(25,136)	58%	59,918	44,461	(15,457)	-25.8%
TOTAL OTHER USES	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	-	-	0.0%
TOTAL APPROPRIATED USES	66,300	38,483	(27,817)	58%	59,918	43,140	(16,778)	72%	59,918	41,340	(18,578)	69%	59,918	34,782	(25,136)	58%	59,918	44,461	(15,457)	-25.8%
BALANCE	(687,883)	(557,029)			(775,183)	(651,032)			(764,423)	(704,134)			(746,779)	(557,568)			(756,265)	(704,010)	52,255	