PURCHASING & CONTRACTING DEPARTMENT

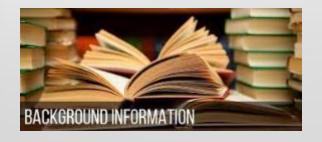


FY2024 Proposed Budget

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Background information

- The mission of the Purchasing and Contracting Department is to provide procurement support and service to the various entities of the borough whose objectives are to obtain materials, equipment and contracted services in a timely, cost effective manner, at the best value to the borough and to provide value-added project management services to departments and service areas of the borough.
- The objectives of the Purchasing and Contracting Department are to ensure appropriations are used wisely and in the best interest of the borough, while preserving the integrity and fairness of the competitive process; to provide guidance to all departments and service areas as it pertains to purchasing policies and procedures; to dispose of surplus tangible property of the borough, school district and service areas; and to provide project management services for major and minor projects for schools, roads, borough hospitals, solid waste, and various service area projects, which includes concept development, cost estimation, strategic planning and design development.



Organizational Chart



Purchasing Assistant Patti Hartley - Range P

Supports the Purchasing & Contracting department in the areas of procurement & purchasing activities, property disposal. Works with borough departments, divisions and service areas in developing and reveiwing solicitations through RFP's RFI's, ITB's and RFQ's. Monitors construction accounts and activities. Assist public with needed information. Oversees Purchasing & Contracting Webpage. Assists the Roads Department with Road contracts and Administrative Assistant duties.

Administrative Assistant - Purchasing & Contracting Crystal Reynolds - Range M

Prepares / Assists with contracts, legal documents, project documentation and correspondence, inputs data, monitors project cost accounting, assist in report preparation, schedules appointments, meeting minutes.

Maintains project records and reports. Assists project administrators in research, preparation and assembly of construction documents and reports. Assists with Purchasing Assistant duties.

MAINTENANCE

Overseeing and facilitating all purchasing for 50+ Maintenance Department employees, across all of the trade groups and locations (Soldotna, Homer, and Seward). Maintain a warehouse with critical path inventory, including items that are no longer produced but needed for our aging facilities. Manage supply contracts with multiple vendors, ensuring adequate consumable supplies and materials are available in the warehouse. Assists the Homer Maintenance Shop in maintaining the materials in their warehouse. Solicits quotes and places orders for all Maintenance employees. Monitor the purchase status of all orders. Maintains open purchase orders with local vendors. Coordinates warranty repairs on maintenance small equipment and tools. Operates vehicles and equipment as required (forklift, snowplow, etc.). Works directly with Maintenance management to refine and communicate Maintenance and Purchasing Department policies.

Directs and assists Maintenance with the sale of surplus property.

Lead Maintenance Supply Specialist II Tom Eberhard - Range M

Maintenance Supply Specialist Shanna Henricks - Range L

CAPITAL PROJECTS

Project Administrators perform management and administration functions for capital projects involving selecting and applying accepted & standard architectural & engineering practices associated with the location, planning, design, materials, & construction of buildings, site improvements, utilities or other capital projects.

Project Administrator - Carmen Vick

Project Administrator - Andrew Walsh

Project Administrator - Kevin Kinnie

Project Administrator - Butch Ehmann

FY2023 Key Accomplishments

- Maintained advancing efforts on borough procurement and capital improvements through the disruptions of the pandemic and elevated workloads.
- Played a key role in the development and initiative process for two major capital bond packages totaling \$82 million.
- Provide support and implement mitigation efforts to cope with increases in escalation.
- Launched a 5-year area wide capital plan process development.
- Continued improved efficiency in open purchase order management for the Maintenance Department.
- Continued integration and internal business practices for the Purchasing and Contracting Department, updated contractual and bidding documentation for large service contracts.
- Supported the Borough in the acquisition of approximately \$87 million worth of goods and services.



FY2024 Objectives and Budget Highlights

- Work to leverage the recently approved school and CES bond funds against grant opportunities as matching funds and engineering support initiatives.
- Continue working on electronic signature process for Long Form Contracts.
- Complete the development of an area wide 5-year capital plan and process.
- Review, update, and develop, as appropriate, contracting general conditions in all aspects of service procurement.
- Continue practice to evaluate potential rate of return on investment of project funds.
- Continue practice of stakeholder identification and collaboration in project development, through a "needs" based project development process.
- Review and update antiquated portions of the borough purchasing code.
- Continue to review service and supply agreements across the borough to identify potential cost savings.
- Develop successful and more efficient process for micro purchasing and warehouse management, across the borough.
- Leadership/Management Training For Project Managers

Expenditure Summary

	FY2023 Original Budget	FY2024 Proposed Budget	Change
Personnel	\$ 1,340,626	\$ 1,432,914	\$92,288
Supplies	\$6,216	\$6,632	\$416
Services	\$115,319	\$126,603	\$11,284
Capital Outlay	\$13,900	\$10,600	\$(3,300)
Transfers	-	-	-
Interdepart'l Charges	\$(765,902)	\$(797,091)	\$(31,189)
Total	\$710,159	\$779,658	\$69,499
Change			9.79%

Significant Budgetary Items



• The budget includes \$4,000 for Leadership training specific to Project Management.















MORE PROJECT PICTURES





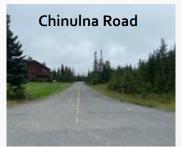




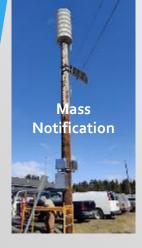






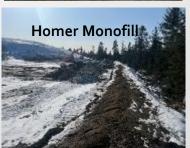


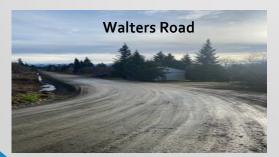
















Long Term Issues and Concerns

- Inflation and escalation.
- Long-term issues and concerns include improving inventory and supply chain management and purchasing support to departments and service areas.
- Identifying efficiencies to improve the borough's internal business processes.
- Continuing to work on modernizing the procurement process, updating procurement documentation, contracts and code.
- Reduction in state capital grants.
- Limited funding for major maintenance and capital improvement needs.
- Alignment of project funds with project management time on the projects.
- Minimal master capital planning borough wide.



