

CITY OF PORT ST. LUCIE
OFFICE OF MANAGEMENT AND BUDGET - #133000

MISSION STATEMENT

The mission of the purchasing function of the Office of Management and Budget is to procure goods and services for the City of Port St. Lucie in order to provide the “Best Value” for the citizens of our community. Assist City Council in the budgetary process and meet all TRIM requirements.

DEPARTMENTAL FUNCTION

To provide the timely acquisition of all supplies, materials and services necessary to support the activities of the City in compliance with City Charter and applicable State Statues. To facilitate the development of the City's annual budget and perform necessary monitoring of financial results.

DEPARTMENTAL GOALS

- Achieve certified compliance from the Department of Revenue for the TRIM package submitted for the fiscal year 2009-10 budget submittal.
- Assist Council with any necessary modifications to budget guidelines and policies during the budget development and approval process.
- Continue a timely and successful Procurement Process for the City and assist Council with necessary support during the procurement process requiring their approval.
- Meet all deadlines and goals during the budget development process to assure a timely adoption date.
- Publish the FY 2008-09 budget document within 90 days of adoption for submission to the GFOA for consideration of the annual Budget Award.
- Successfully monitor all revenues and expenditures during the fiscal year to assure timely program adjustments where necessary.
- Receive the Distinguished Budget Award for the FY 2008-09 document.
- Conduct the annual surplus material auction.
- Continue participation in continuing education opportunities; both in financial and purchasing areas; in order to maintain certification as CGFO
- Maintain long-range financial models for use in planning workshops with the City Council.
- Participate as an evaluator in the G.F.O.A.'s Distinguished Budget Award Program.
- Continue managing the City Procurement Card System to assure expanded use and growth in the annual rebate.
- Maintain National Purchasing Certification for OMB.
- Continue to enhance the Performance Measures available as a management tool.
- Manage the City's internal phone system.
- Continue offering in-house training sessions for purchasing and budgeting staff.
- Apply for the annual NPI Award of Excellence in Procurement (national level) and the FAPPO Award of Excellence (state level).
- Post the annual budget on the City's website.
- Participate as an evaluator in the NPI Achievement Award. Continue Proactive approach to Bid protest to avoid litigation.

Performance Indicators OMB		2005/06 Actual	2006/07 Actual	2007/08 Estimated	2008/09 Proposed
Objective/Workload	Number of RFP'S	*114	*130	*38	*45
	Number of Sealed Bids	*102	*120	*47	*70
	Budget	\$631,612,703	\$695,314,355	\$844,258,358	\$517,906,919
	Number of FTE'S	1,141.94	1228.81	1,237.70	1,237.49
	Budget Amendments	3	2	2	3
	Budget transfers	625	650	726	850
	Telephone Requests	1,000	1,129	1,200	1,300
	% of staff that is certified				
	Budget	33%	33%	33%	33%
	Procurement	75%	75%	80%	100%
	Savings cost per copy	N/A	N/A	\$330,099	\$331,000
	Bid Avoidance Savings	N/A	N/A	\$748,800	\$750,000
	Savings Average from Bid Requirement	N/A	N/A	65%	68%
	Bid Protest/Legal Process	N/A	N/A	0	0
	FTE Savings from Visa Transactions	N/A	N/A	1.1	1.2
	Total # of Training Classes Given	24	22	8	8
	Rebate to the City by VISA	\$115,667	\$247,631	\$364,915	\$365,000
	Errors in complying with Truth in Millage requirements	0	0	0	0
	Percent of significant budgeting deadlines met	100%	100%	100%	100%
	Variance of forecasting major revenues (estimated to actual) + or -5%(desired trend)				
	Electric Utility Tax	5.9%	5.1%	5.3%	N/A
	Electric Franchise Fee	4.3%	4.4%	1.4%	N/A
	State Sales Tax	0.3%	1.2%	2%	N/A
	Occupational Licenses	1.3%	1%	1%	N/A
	Communication Service Tax	5.5%	1.7%	1.9%	N/A
	Gas Tax	0.5%	1.5%	3%	N/A
	Posted Annual Budget on Website	Yes	Yes	Yes	N/A
	Held Annual Auction	Yes	Yes	Yes	N/A
	Contracts Maintained	862	870	900	1,152
	NIGP Accreditation Achievement Award	Yes	Yes	Yes	Yes
NPI Achievement of Excellence	Yes	Yes	Yes	N/A	
FAPPO Award of Excellence	Yes	Yes	Yes	N/A	
Contracts Managed	246	255	332	350	
Result	Years GFOA's Budget Award received	17	18	19	N/A
	TRIM Compliance	Yes	Yes	Yes	Yes
	Budget Approved by Council	Yes	Yes	Yes	Yes
Efficiency	Vendor Survey	N/A	N/A	90%	92%
	NIGP Internal customer Survey Improve overall satisfaction with the quality of service to 96%	97%	98%	98%	98%

*Required formal bid threshold was increased to \$25,000