

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 2010-11 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 2010-11 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 2010-11 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.
- 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.
- Serve as sub-chairperson for the FGFOA's School of Government Finance in 2010-11.
- Serve as a member on the FGFOA Technical Resource Committee.

	*City Council Goals	<i>Performance Indicators OMB</i>	<i>2007/08 Actual</i>	<i>2008/09 Actual</i>	<i>2009/10 Estimated</i>	<i>2010/11 Proposed</i>
<i>Objective/Workload</i>	3.2	Number of RFP'S	*38	*45	*45	*45
	3.2	Number of Sealed Bids	*47	*70	*70	*70
	3.3	Budget	\$844,258,358	\$517,906,919	\$431,075,673	\$420,977,704
	3.3	Number of FTE'S	1,237.70	1,237.49	1,126.76	981.64
	3.3	Budget Amendments	2	3	3	3
	3.3	Budget transfers	726	1,026	1,052	1,100
		Telephone Requests	1,212	1,376	1,415	1,500
	3.2,3.3	% of staff that is certified				
		Budget	33%	33%	33%	33%
		Procurement	80%	100%	100%	100%
	3.2	Savings cost per copy	\$330,099	\$331,526	\$331,000	\$331,000
	3.2	Bid Avoidance Savings	\$748,800	\$750,000	\$750,000	\$750,000
	3.2	Savings Average from Bid Requirement	65%	68%	68%	68%
	3.2	Bid Protest/Legal Process	0	0	0	0
	3.2	FTE Savings from Visa Transactions	1.1	1.2	1.2	1.2
	3.2	Total # of Training Classes Given	8	8	8	8
	3.2	Rebate to the City by VISA	\$243,650	\$657,207	\$322,358	\$350,000
	3.3	Errors in complying with Truth in Millage requirements	0	0	0	0
	3.3	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	5.3%	4.9%	.4%	N/A
		Electric Franchise Fee	1.4%	2.09%	1.09%	N/A
		State Sales Tax	2.2%	1.21%	.63%	N/A
		Business Tax License	1%	1.88%	.69%	N/A
	3.3	Communication Service Tax	1.9%	36%	.04%	N/A
		Gas Tax	3%	2.74%	.84%	N/A
	3.3	Posted Annual Budget on Website	Yes	Yes	Yes	N/A
	Held Annual Auction	Yes	Yes	No	N/A	
3.2	Contracts Maintained	900	1,152	1,140	N/A	
3.2	NIGP Accreditation Achievement Award	Yes	Yes	Yes	Yes	
3.2	NPI Achievement of Excellence	Yes	Yes	Yes	N/A	
3.2	FAPPO Award of Excellence	Yes	Yes	Yes	N/A	
3.2	Contracts Managed	332	345	350	350	
<i>Result</i>	3	Years GFOA's Budget Award received	19	20	21	N/A
	3	TRIM Compliance	Yes	Yes	Yes	Yes
	3	Budget Approved by Council	Yes	Yes	Yes	Yes
<i>Efficiency</i>	3.2	Vendor Survey	90%	92%	94%	N/A%
	3.2	NIGP Internal customer Survey Improve overall satisfaction with the quality of service to 96%	98%	98%	N/A%	N/A%

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

*City Council Column relates back to City Council Goals and Objectives on page 13.