

2022
 BUDGET REQUEST
 PURCHASING - ADMINISTRATION
 JAY HARRINGTON
 879-0108

DEPARTMENT	GOVERNMENT / BUSINESS	LINE ITEM	ACCOUNT TYPE	2021 BUDGET	2022 BUDGET	INCREASE / DECREASE AMOUNT	% OF CHANGE	ONGOING REVENUE OR EXPENSE Y/N	EXPLANATION OF CHANGE	BCC APPROVED, DENIED, INFO NEEDED (A, D, I)	BCC COMMENTS
PURCH	G	STAFF SALARIES	PERSONNEL	82,890	82,887	(3)	0%	Y			
PURCH	G	OVERTIME	PERSONNEL	-	1	1	0%	N			
PURCH	G	MEDICAL INSURANCE	PERSONNEL	11,110	11,105	(5)	0%	Y			
PURCH	G	FICA	PERSONNEL	6,340	6,246	(94)	-1%	Y			
PURCH	G	LIFE/DISABILITY	PERSONNEL	360	360	-	0%	Y			
PURCH	G	RETIREMENT	PERSONNEL	4,970	4,973	3	0%	Y			
PURCH	G	WORKER'S COMP	PERSONNEL	50	50	-	0%	Y			
PURCH	G	TOTAL PERSONNEL	PERSONNEL	105,720	105,622	(98)	0%				
PURCH	G	ADVERTISING	OPERATIONS	-	45	45	0%	Y			
									In-person continuing education for Government Purchasing Agent certification review session requested for 2022. Review session was budgeted in 2020, not taken in 2020 due to COVID and not budgeted in 2021.		
PURCH	G	CONTINUING EDUCATION	OPERATIONS	-	1,500	1,500	0%	Y			
PURCH	G	DUES & MEMBERSHIPS	OPERATIONS	400	400	-	0%	Y			
PURCH	G	POSTAGE/SHIPPING	OPERATIONS	-	50	50	0%	Y			To align budget more with projected actual costs.
PURCH	G	COMPUTER EQUIP/SOFTWARE	OPERATIONS	5,000	5,000	-	0%	Y			
PURCH	G	SUPPLIES	OPERATIONS	50	150	100	200%	Y			To align budget more with projected actual costs.
PURCH	G	TELEPHONE- BASIC	OPERATIONS	140	300	160	114%	Y			To align budget more with projected actual costs.
									See continuing education line above. Travel budget in 2022 will be for certification review session and certification testing.		
PURCH	G	TRAVEL- LODGING	OPERATIONS	-	2,000	2,000	0%	Y			
PURCH	G	TRAVEL- MEALS	OPERATIONS	-	500	500	0%	Y			See travel - loding line above.
PURCH	G	TRAVEL - MOTOR POOL	OPERATIONS	-	500	500	0%	Y			See travel - loding line above.
PURCH	G	TRAVEL- TRANSPORT	OPERATIONS	-	200	200	0%	Y			See travel - loding line above.
PURCH	G	TOTAL OPERATIONS	OPERATIONS	5,590	10,645	5,055	90%				
PURCH	G	TOTAL EXPENSES	EXPENSES	111,310	116,267	4,957	4%				
PURCH	G	TOTAL REVENUE OVER									
PURCH	G	(UNDER) EXPENSES		(111,310)	(116,267)	(4,957)	4%				

2022
GENERAL FUND
PURCHASING - ADMINISTRATION
JAY HARRINGTON
970-879-0108

Mission Statement and Services

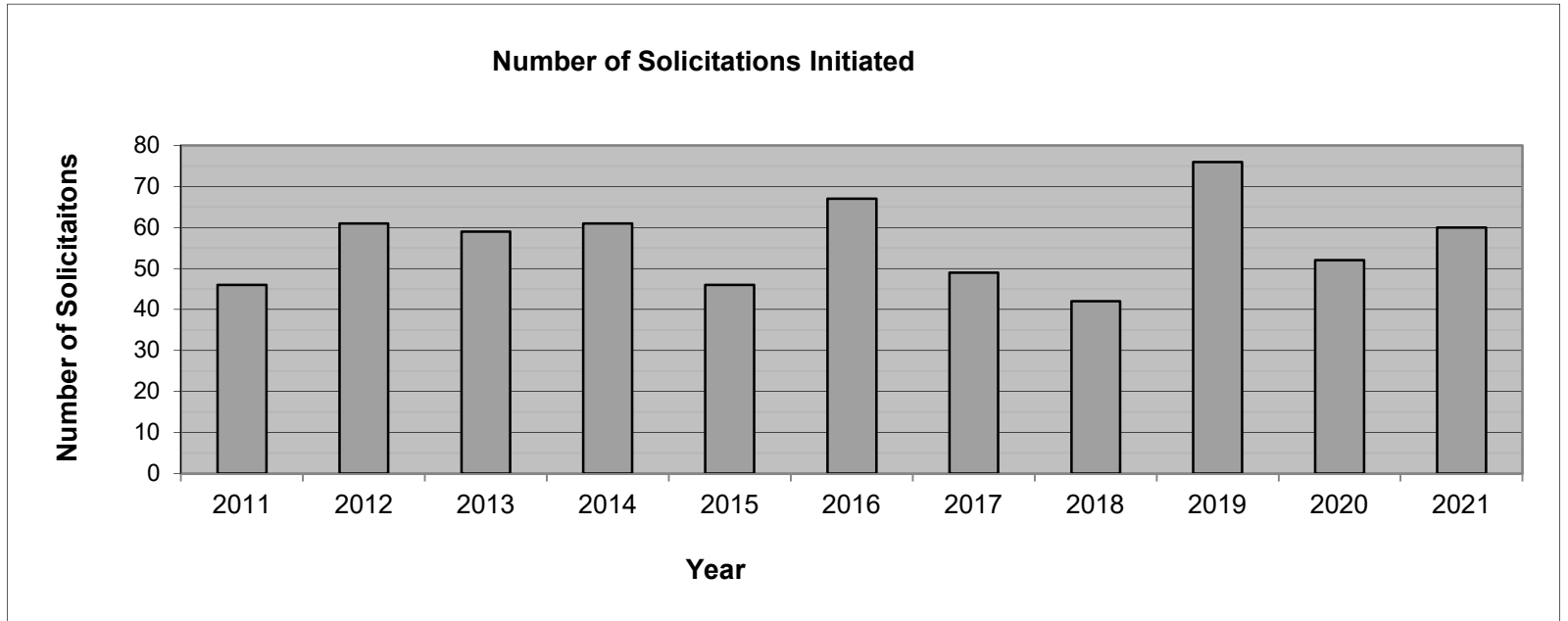
The mission of the Purchasing Department is to provide cost effective purchasing of supplies, services and capital acquisitions for Routt County departments in a fair and competitive manner.

Services Provided

The Purchasing Department supports the cost efficient purchase of supplies, capital and infrastructure. The Department assists other departments with pricing research, comparable data and specification development. Purchasing agents manage formal solicitations on behalf of all County departments.

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	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Actual</u>	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Proj</u>	<u>3 yr</u> <u>Actual</u> <u>Average</u>
Number of Solicitations	46	61	59	61	46	67	49	42	76	52	60	60



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SUMMARY INFORMATION

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 PROJECTED	2022 BUDGET	INCR. (DEC.)	% CHANGE
Expenses								
Personnel	156,644	124,293	98,421	105,720	105,613	105,622	(98)	-0.09%
Operations	10,651	9,994	5,670	5,590	5,685	10,645	5,055	90.43%
Total	167,295	134,287	104,091	111,310	111,298	116,267	4,957	4.45%
Revenues (Under)								
Expenses	(167,295)	(134,287)	(104,091)	(111,310)	(111,298)	(116,267)	(4,957)	4.45%

STAFFING

Full Time Equivalents	1.90	1.40	1.00	1.00	1.00	1.00	0.00	0.00%
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**GENERAL FUND
PURCHASING**

	2018	2019	2020	2021	2021	DIFF.	2022	2023	2024	DIFF.	ORIGINAL
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	21 PRO 21 BUD	BUDGET	BUDGET	BUDGET	21 BUD 22 BUD	AMOUNT REQUESTED
EXPENSES											
PERSONNEL											
ADMIN SALARIES	-	-	-	-	-	-	-	-	-	-	-
STAFF SALARIES	114,066	86,718	74,437	82,890	82,878	(12)	82,887	82,887	82,887	(3)	82,887
PART-TIME SALARIES	-	-	-	-	-	-	-	-	-	-	-
OVERTIME	102	108	-	-	1	1	1	1	1	1	1
TERMINATION PAYOUT	1,831	6,701	-	-	-	-	-	-	-	-	-
MEDICAL INSURANCE	29,237	18,164	13,546	11,110	11,105	(5)	11,105	11,105	11,105	(5)	11,105
FICA	8,432	6,951	5,604	6,340	6,246	(94)	6,246	6,246	6,246	(94)	6,246
LIFE/DISABILITY	516	325	268	360	360	-	360	360	360	-	360
RETIREMENT	2,360	5,226	4,466	4,970	4,973	3	4,973	4,973	4,973	3	4,973
WORKER'S COMP	100	100	100	50	50	-	50	50	50	-	50
TOTAL PERSONNEL	156,644	124,293	98,421	105,720	105,613	(107)	105,622	105,622	105,622	(98)	105,622
OPERATIONS											
ADVERTISING	-	-	42	-	45	45	45	45	45	45	45
CONTINUING EDUCATION	1,733	1,539	-	-	-	-	1,500	1,500	-	1,500	1,500
DUES & MEMBERSHIPS	476	308	225	400	400	-	400	400	400	-	400
FINANCE CHARGES	-	-	-	-	-	-	-	-	-	-	-
POSTAGE/SHIPPING	14	1	-	-	-	-	50	50	-	50	50
COMPUTER EQUIP/SOFTWAR	5,000	5,000	5,000	5,000	5,000	-	5,000	5,000	5,000	-	5,000
SUPPLIES	1,199	377	263	50	100	50	150	150	150	100	150
TELEPHONE- BASIC	399	204	140	140	140	-	300	300	300	160	300
TRAVEL- LODGING	654	1,457	-	-	-	-	2,000	2,000	2,000	2,000	2,000
TRAVEL- MEALS	309	498	-	-	-	-	500	500	500	500	500
TRAVEL - MOTOR POOL	799	461	-	-	-	-	500	500	500	500	500
TRAVEL- TRANSPORT	68	149	-	-	-	-	200	200	200	200	200
TOTAL OPERATIONS	10,651	9,994	5,670	5,590	5,685	95	10,645	10,645	9,095	5,055	10,645
TOTAL EXPENSES	167,295	134,287	104,091	111,310	111,298	(12)	116,267	116,267	114,717	4,957	116,267
REVENUE (UNDER)											
EXPENSES	(167,295)	(134,287)	(104,091)	(111,310)	(111,298)	12	(116,267)	(116,267)	(114,717)	(4,957)	(116,267)

% INCR (DECR) IN
BUDGETED EXPENSES

4.45% 0.00% -1.33%

**GENERAL FUND
PURCHASING**

	2022 %	2023 %	2024 %	Five Year Average	Budget Above(Below) Average	Percent of Average	Change From Original	2022 Budget \$ 2020 Actual	Variance %
	Inc.(Dec)	Inc.(Dec)	Inc.(Dec)						
EXPENSES									
PERSONNEL									
ADMIN SALARIES	0%	0%	0%	19,496	(19,496)	-100%	-	-	0%
STAFF SALARIES	(0%)	0%	0%	97,248	(14,361)	-15%	-	8,450	11%
PART-TIME SALARIES	0%	0%	0%	1,421	(1,421)	-100%	-	-	0%
OVERTIME	0%	0%	0%	77	(76)	-99%	-	1	100%
TERMINATION PAYOUT	0%	0%	0%	4,714	(4,714)	-100%	-	-	0%
MEDICAL INSURANCE	(0%)	0%	0%	25,903	(14,798)	-57%	-	(2,441)	-18%
FICA	(1%)	0%	0%	8,930	(2,684)	-30%	-	642	11%
LIFE/DISABILITY	0%	0%	0%	400	(40)	-10%	-	92	34%
RETIREMENT	0%	0%	0%	5,596	(623)	-11%	-	507	11%
WORKER'S COMP	0%	0%	0%	60	(10)	-17%	-	(50)	-50%
TOTAL PERSONNEL	(0%)	0%	0%	151,091	(45,469)	-30%	-	7,201	7%
OPERATIONS									
ADVERTISING	0%	0%	0%	47	(2)	-3%	-	3	7%
CONTINUING EDUCATION	0%	0%	(100%)	1,388	112	8%	-	1,500	100%
DUES & MEMBERSHIPS	0%	0%	0%	417	(17)	-4%	-	175	78%
FINANCE CHARGES	0%	0%	0%	4	(4)	-100%	-	-	0%
POSTAGE/SHIPPING	0%	0%	(100%)	16	34	221%	-	50	100%
COMPUTER EQUIP/SOFTWAR	0%	0%	0%	3,000	2,000	67%	-	-	0%
SUPPLIES	200%	0%	0%	1,046	(896)	-86%	-	(113)	-43%
TELEPHONE- BASIC	114%	0%	0%	222	78	35%	-	160	114%
TRAVEL- LODGING	0%	0%	0%	598	1,402	235%	-	2,000	100%
TRAVEL- MEALS	0%	0%	0%	267	233	87%	-	500	100%
TRAVEL - MOTOR POOL	0%	0%	0%	252	248	98%	-	500	100%
TRAVEL- TRANSPORT	0%	0%	0%	151	49	32%	-	200	100%
TOTAL OPERATIONS	90%	0%	(15%)	7,824	2,821	36%	-	4,975	88%
TOTAL EXPENSES	4%	0%	(1%)	158,915	(42,648)	-27%	-	12,176	12%
REVENUE (UNDER) EXPENSES							- =====		

Fund	10 - GENERAL FUND			ORIGINAL BUDGET	ORIGINAL BUDGET	FINAL BUDGET	FINAL BUDGET	BUDGET CHANGE
	Original Budget	Actual	Revised Budget	\$ VARIANCE FAVORABLE (UNFAVORABLE)	% VARIANCE FAVORABLE (UNFAVORABLE)	\$ VARIANCE FAVORABLE (UNFAVORABLE)	% VARIANCE FAVORABLE (UNFAVORABLE)	\$ VARIANCE INCREASE (DECREASE)
2016								
PURC6 - PURCHASING PERSONNEL	\$202,370.00	\$214,866.58	\$214,970.00	(12,496.58)	-6%	103.42	0%	12,600.00
10124000 - GF PURCHASING	\$202,370.00	\$214,866.58	\$214,970.00					
PURC7 - PURCHASING OPERATIONS	\$2,450.00	\$5,736.56	\$6,350.00	(3,286.56)	-134%	613.44	10%	3,900.00
10124000 - GF PURCHASING	\$2,450.00	\$5,736.56	\$6,350.00					
2016 Total	\$204,820.00	\$220,603.14	\$221,320.00	(15,783.14)	-8%	716.86	0%	16,500.00
2017								
PURC6 - PURCHASING PERSONNEL	\$274,660.00	\$225,004.03	\$274,660.00	49,655.97	18%	49,655.97	18%	0.00
10124000 - GF PURCHASING	\$274,660.00	\$225,004.03	\$274,660.00					
PURC7 - PURCHASING OPERATIONS	\$5,450.00	\$4,981.44	\$5,450.00	468.56	9%	468.56	9%	0.00
10124000 - GF PURCHASING	\$5,450.00	\$4,981.44	\$5,450.00					
2017 Total	\$280,110.00	\$229,985.47	\$280,110.00	50,124.53	18%	50,124.53	18%	0.00
2018								
PURC6 - PURCHASING PERSONNEL	\$224,540.00	\$156,643.96	\$219,540.00	67,896.04	30%	62,896.04	29%	(5,000.00)
10124000 - GF PURCHASING	\$224,540.00	\$156,643.96	\$219,540.00					
PURC7 - PURCHASING OPERATIONS	\$6,370.00	\$10,651.40	\$11,370.00	(4,281.40)	-67%	718.60	6%	5,000.00
10124000 - GF PURCHASING	\$6,370.00	\$10,651.40	\$11,370.00					
2018 Total	\$230,910.00	\$167,295.36	\$230,910.00	63,614.64	28%	63,614.64	28%	0.00
2019								
PURC6 - PURCHASING PERSONNEL	\$186,380.00	\$124,293.16	\$186,380.00	62,086.84	33%	62,086.84	33%	0.00
10124000 - GF PURCHASING	\$186,380.00	\$124,293.16	\$186,380.00					
PURC7 - PURCHASING OPERATIONS	\$12,200.00	\$9,993.85	\$12,200.00	2,206.15	18%	2,206.15	18%	0.00
10124000 - GF PURCHASING	\$12,200.00	\$9,993.85	\$12,200.00					
2019 Total	\$198,580.00	\$134,287.01	\$198,580.00	64,292.99	32%	64,292.99	32%	0.00
2020								
PURC6 - PURCHASING PERSONNEL	\$102,710.00	\$98,420.97	\$102,710.00	4,289.03	4%	4,289.03	4%	0.00
10124000 - GF PURCHASING	\$102,710.00	\$98,420.97	\$102,710.00					
PURC7 - PURCHASING OPERATIONS	\$9,015.00	\$5,669.83	\$6,215.00	3,345.17	37%	545.17	9%	(2,800.00)
10124000 - GF PURCHASING	\$9,015.00	\$5,669.83	\$6,215.00					
2020 Total	\$111,725.00	\$104,090.80	\$108,925.00	7,634.20	7%	4,834.20	4%	(2,800.00)
Grand Total	\$1,026,145.00	\$856,261.78	\$1,039,845.00					
AVERAGE OF ABOVE YEARS								
PURC6 - PURCHASING PERSONNEL	198,132.00	163,845.74	199,652.00	34,286.26	17%	35,806.26	18%	1,520.00
PURC7 - PURCHASING OPERATIONS	7,097.00	7,406.62	8,317.00	(309.62)	-4%	910.38	11%	1,220.00
AVERAGE TOTALS	205,229.00	171,252.36	207,969.00	33,976.64	17%	36,716.64	18%	2,740.00

5-Year Trend Analysis Budget to Actual - Describe the 5-year variance with a short description.

REVENUE: Not applicable.

PERSONNEL: Favorable decrease of personnel from 2.0 FTE to 1.0 FTE in 2019 and department turnover in 2017 and 2018.

OPERATIONS: Favorable 2019 decrease of government purchases agent certification education with travel expenses from 2.0 FTE to 1.0 FTE, department turnover in 2017 and 2018 and in 2020 COVID-19 so no education or related travel.

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2021 PROJECTED PAYROLL

	<u>HOURS</u>						<u>WORKERS</u>	<u>LIFE &</u>	
	<u>WORKED</u>	<u>SALARY</u>	<u>MEDICAL</u>	<u>FICA</u>	<u>%</u>	<u>RETIRE</u>	<u>COMP</u>	<u>DISABILITY</u>	<u>TOTAL</u>
							<u>PREMIUM</u>	<u>BENEFITS</u>	
<u>STAFF</u>									
KENNEDY	2,080	82,878	11,105	6,246	6%	4,973	-	360	105,562
TOTAL	<u>2,080</u>	<u>82,878</u>	<u>11,105</u>	<u>6,246</u>		<u>4,973</u>	<u>50</u>	<u>360</u>	<u>105,612</u>

FULL TIME EQUIVALENTS (FTE'S) 1.00

TOTAL EMPLOYEES FOR WORKERS' COMP 1.00

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2022 PAYROLL BUDGET

	<u>HOURS</u> <u>WORKED</u>	<u>SALARY</u>	<u>MEDICAL</u>	<u>FICA</u>	<u>%</u>	<u>RETIRE</u>	<u>WORKERS'</u> <u>COMP</u> <u>PREMIUM</u>	<u>LIFE &</u> <u>DISABILITY</u> <u>BENEFITS</u>	<u>TOTAL</u>
<u>STAFF</u>									
KENNEDY	2,080	82,887	11,105	6,246	6%	4,973	-	360	105,571
TOTAL PERSONNEL	2,080	82,887	11,105	6,246		4,973	50	360	105,621

FULL TIME EQUIVALENTS (FTE'S) 1.00

TOTAL EMPLOYEES FOR WORKERS' COMP* 1.00