

# Purchasing and Contracting



## Description

The Purchasing & Contracting Department is charged with overseeing the transactions for procuring and/or contracting goods and services (including professional services), the procurement of Capital Improvement Program (CIP) construction, minor repairs, and associated professional consulting services, as well as contract management functions to ensure that contracts are meeting the City's needs. It also manages the centralized advertising and award of all contracts for goods, services, and public works in conformance with the City's Charter and Municipal Code.

In addition, the Department manages the Central Stores and Equal Opportunity Contracting (EOC) programs. Purchasing & Contracting programs provide important services to other City departments and residents including:

- Providing oversight to the City's procurement of goods, services, and consulting services;
- Providing oversight to the City's procurement of CIP construction, minor repair, and architectural and engineering consultant services;
- Procurement of materials and equipment for City departments, including storage and distribution of goods through the Central Stores warehouse;
- Monitoring and enforcing City, State, and Federal equal opportunity contracting requirements and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers.

### ***The vision is:***

To be a leader in fostering a purchasing climate in which diverse and small vendors are encouraged to compete and participate in City contracts.

### ***The mission is:***

Ensure open and fair procurements, competitive and fair pricing, environmentally-sustainable solutions, best practices, and utilization of small, local, woman- and minority- owned businesses, when applicable, in City contracting.

# Purchasing and Contracting

## Goals and Objectives

**Goal 1: *Promote transparency regarding requirements within the procurement process.***

- Use technology to provide information on upcoming bids and procurements.
- Post information on awarded formal and informal procurement timely.

**Goal 2: *Increase efficiency of procurement process.***

- Ensure all procurements consistently follow the appropriate rules and requirements based on the contract type.
- Conduct Citywide Training.
- Streamline the contracting process.

**Goal 3: *Promote small and local, disadvantaged, minority-, and woman-owned business participation in City procurement.***

- Develop a more robust Small Local Business Enterprises (SLBE) Program.
- Enhance community outreach.

**Goal 4: *Ensure excellent customer service.***

- Enhance customer service skills of P&C staff.
- Foster a skilled and sustainable workforce.

# Purchasing and Contracting

## Budget Equity Impact Statement

### Equity Highlights

*Examples from the current fiscal year.*

- Launched a technical assistance bootcamp to help small-, minority-, and woman-owned businesses gain basic skills on running their business and how to manage City construction contracts.
- Accessibility to information related to goods & services contracts by: - Launching the Ariba Contract Tracking (ACT) Report - Providing all City staff with view-only access to Ariba - Creating a catalog of targeted courses based on the Procurement Academy to support greater proactive contract management Citywide
- Initiated the automation and optimization of the Equal Opportunity Contracting Annual Diversity Report to allow for faster reporting throughout the year

### Budget Equity Lens Summary

#### Ongoing Operations

*Is there an opportunity to adjust the department's ongoing operations to mitigate the impacts of existing or potential disparities?*

**Yes**

While Citywide budget reductions may lessen procurement service demand in some areas, the proposed addition of an Assistant Director will support proactive efforts to mitigate potential equity impacts. The new leadership role enhances the department's ability to redirect staff capacity toward equitable procurement outcomes, including increased external outreach and improved internal training that addresses disparities in both staff knowledge and participation of small and disadvantaged businesses.

#### Budget Adjustment(s)

*Do the requests impact existing or potential disparities?*

**Yes**

The budget adjustments align with Tactical Equity Plan Goal 2, "increase efficiency of procurement process," and Goal 3, "promote small and local, disadvantaged, minority-, and woman-owned business participation in City procurement." While staffing reductions would typically result in slower contract processing and fewer equity-centered initiatives, the addition of an Assistant Director will help mitigate these impacts. This role will provide strategic coordination, helping to preserve and even enhance outreach, training, and support activities that expand access to City procurement opportunities—especially for historically underrepresented businesses. This leadership position will also help maintain resilience in day-to-day operations and during emergencies, ensuring that equity remains a priority even under constrained conditions.

# Purchasing and Contracting

## Key Performance Indicators

Performance Indicator	Definition	Baseline	FY2025 Performance	Goal
Percentage of low bid contracts awarded on time	Percentage of low bid contracts awarded within 90 days for all goods, services, and construction contracts, regardless of funding source	59%	62%	55%
Percentage of total dollar value of contracts awarded to minority and women owned firms	Dollar value of contracts awarded to minority- and women-owned firms, as a prime contractor or subcontractor, on goods, services, and public works contracts.	11%	20%	31%
Percentage of total dollar value of City-funded contracts awarded to Small Local Business Enterprises	Dollar value of City-funded contracts awarded to Small Local Business Enterprises (SLBE)-certified firms, as a prime contractor or subcontractor, on City-funded contracts.	17%	16%	15%
Small Local Business Enterprise (SLBE) applications as a result of outreach efforts	Number of new applications resulting from outreach efforts conducted to promote the City's Small Local Business Enterprise (SLBE) Program.	0	27	20
Increased procurement knowledge	Percentage of external department staff that increased procurement knowledge/understanding after training	100%	91%	25%
Percentage of reservations processed within 10 business days of submission <sup>1</sup>	Percentage of reservations received, processed, and ready for pick up or delivery within 10 business days of receipt.	N/A	N/A	75%

1. New KPI for Fiscal Year 2026

# Purchasing and Contracting

## Department Summary

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
FTE Positions (Budgeted)	85.00	90.00	90.00	0.00
Personnel Expenditures	\$ 9,850,298	\$ 11,514,103	\$ 13,118,843	\$ 1,604,740
Non-Personnel Expenditures	9,970,984	11,155,025	10,939,181	(215,844)
<b>Total Department Expenditures</b>	<b>\$ 19,821,282</b>	<b>\$ 22,669,128</b>	<b>\$ 24,058,024</b>	<b>\$ 1,388,896</b>
<b>Total Department Revenue</b>	<b>\$ 12,266,434</b>	<b>\$ 13,248,004</b>	<b>\$ 13,712,769</b>	<b>\$ 464,765</b>

## General Fund

### Department Expenditures

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Equal Opportunity Contracting	\$ 1,043,084	\$ 1,336,717	\$ 1,877,840	\$ 541,123
Purchasing & Contracting	8,380,180	9,863,093	10,770,658	907,565
<b>Total</b>	<b>\$ 9,423,264</b>	<b>\$ 11,199,810</b>	<b>\$ 12,648,498</b>	<b>\$ 1,448,688</b>

### Department Personnel

	FY2024 Budget	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Equal Opportunity Contracting	11.00	13.00	12.00	(1.00)
Purchasing & Contracting	53.00	56.00	57.00	1.00
<b>Total</b>	<b>64.00</b>	<b>69.00</b>	<b>69.00</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	\$ 1,497,257	\$ -
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
<b>Support for Department Administration</b>	1.00	298,146	-
Addition of 1.00 Assistant Department Director to support department administration and manage the Public Works Contracting Division, Goods and Services Procurement Division, and Central Stores.			
<b>Employ and Empower Program Support</b>	1.00	53,955	53,955
Addition of 1.00 Management Interns - Hourly and associated revenue to support the Employ and Empower Program.			
<b>Non-Discretionary Adjustment</b>	0.00	29,343	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			

# Purchasing and Contracting

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Support for Information Technology</b>	0.00	(114,426)	-
Adjustment to expenditure allocations according to an annual review of information technology funding requirements.			
<b>Reduction of Program Coordinators</b>	(2.00)	(339,698)	-
Reduction of 2.00 Program Coordinators that support the Equal Opportunity Contracting and goods & services functions.			
<b>Non-Standard Hour Personnel Funding</b>	0.00	24,111	-
Funding allocated according to a zero-based annual review of hourly funding requirements.			
<b>Total</b>	<b>0.00</b>	<b>\$ 1,448,688</b>	<b>\$ 53,955</b>

## Expenditures by Category

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 5,362,956	\$ 6,499,825	\$ 7,510,984	\$ 1,011,159
Fringe Benefits	3,154,391	3,417,937	3,940,549	522,612
<b>PERSONNEL SUBTOTAL</b>	<b>8,517,347</b>	<b>9,917,762</b>	<b>11,451,533</b>	<b>1,533,771</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 20,318	\$ 44,374	\$ 46,023	\$ 1,649
Contracts & Services	276,668	500,548	528,242	27,694
<i>External Contracts &amp; Services</i>	188,539	357,662	357,662	-
<i>Internal Contracts &amp; Services</i>	88,129	142,886	170,580	27,694
Information Technology	585,710	718,015	603,589	(114,426)
Energy and Utilities	18,286	14,000	14,000	-
Other	4,935	5,111	5,111	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>905,917</b>	<b>1,282,048</b>	<b>1,196,965</b>	<b>(85,083)</b>
<b>Total</b>	<b>\$ 9,423,264</b>	<b>\$ 11,199,810</b>	<b>\$ 12,648,498</b>	<b>\$ 1,448,688</b>

## Revenues by Category

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Charges for Services	\$ 1,312,767	\$ 2,422,363	\$ 2,476,318	\$ 53,955
Other Revenue	208,475	-	-	-
<b>Total</b>	<b>\$ 1,521,241</b>	<b>\$ 2,422,363</b>	<b>\$ 2,476,318</b>	<b>\$ 53,955</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2024 Budget	FY2025 Budget	FY2026 Draft	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	4.00	4.00	4.00	\$ 58,356 - 70,259	\$ 257,676
20001140	Assistant Department Director	0.00	0.00	1.00	98,302 - 372,372	235,337
20000071	Assistant Engineer-Civil	8.00	9.00	9.00	100,224 - 120,710	992,406
21000845	Associate Compliance Officer	0.00	0.00	5.00	104,788 - 126,650	458,490
20000145	Associate Engineer-Civil	5.00	6.00	6.00	115,403 - 139,317	811,988

# Purchasing and Contracting

## Personnel Expenditures

Job Number	Job Title / Wages	FY2024 Budget	FY2025 Budget	FY2026 Draft	Salary Range	Total
20000119	Associate Management Analyst	7.00	6.00	1.00	85,285 - 103,085	85,285
21000328	Associate Procurement Contracting Officer	3.00	3.00	3.00	104,788 - 126,650	364,689
91000328	Associate Procurement Contracting Officer	0.00	3.00	3.00	104,788 - 126,650	379,950
20001101	Department Director	1.00	1.00	1.00	98,302 - 372,372	250,614
20001168	Deputy Director	2.00	2.00	2.00	78,886 - 290,057	400,982
20000924	Executive Assistant	1.00	1.00	1.00	67,398 - 81,551	81,551
20000293	Information Systems Analyst 3	1.00	1.00	1.00	95,463 - 115,381	115,381
20000998	Information Systems Analyst 4	1.00	1.00	1.00	107,322 - 130,079	130,079
90001073	Management Intern	0.00	0.00	1.00	38,548 - 49,686	49,686
20000680	Payroll Specialist 2	1.00	1.00	1.00	57,330 - 69,255	66,831
20000173	Payroll Supervisor	1.00	1.00	1.00	65,782 - 79,585	76,800
20001234	Program Coordinator	2.00	2.00	0.00	36,364 - 218,225	-
20001222	Program Manager	4.00	4.00	4.00	78,886 - 290,057	712,257
20000890	Senior Civil Engineer	2.00	2.00	2.00	132,962 - 160,742	293,704
21000846	Senior Compliance Officer	0.00	0.00	4.00	120,884 - 146,088	519,469
20000015	Senior Management Analyst	6.00	7.00	3.00	93,628 - 113,219	305,366
21000329	Senior Procurement Contracting Officer	9.00	9.00	9.00	120,884 - 146,088	1,233,335
21000847	Supervising Compliance Officer	0.00	0.00	1.00	135,932 - 164,695	151,629
20000970	Supervising Management Analyst	1.00	1.00	0.00	100,377 - 121,605	-
21000330	Supervising Procurement Contracting Officer	5.00	5.00	5.00	135,932 - 164,695	813,701
	Bilingual - Regular Budgeted Personnel Expenditure Savings					2,912
	Termination Pay Annual Leave					(1,400,402)
	Vacation Pay In Lieu					17,393
						103,875
<b>FTE, Salaries, and Wages Subtotal</b>		<b>64.00</b>	<b>69.00</b>	<b>69.00</b>	<b>\$</b>	<b>7,510,984</b>

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 35,738	\$ 38,162	\$ 39,693	\$ 1,531
Flexible Benefits	541,447	609,693	716,853	107,160
Long-Term Disability	21,701	24,176	37,454	13,278
Medicare	78,398	96,881	107,147	10,266
Other Post-Employment Benefits	202,398	206,900	213,356	6,456
Retiree Medical Trust	8,509	10,747	12,336	1,589
Retirement 401 Plan	33,256	43,002	49,339	6,337
Retirement ADC	2,017,975	2,123,237	2,470,833	347,596
Retirement DROP	2,210	3,472	2,576	(896)

# Purchasing and Contracting

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Risk Management Administration	60,094	69,300	86,216	16,916
Supplemental Pension Savings Plan	106,475	132,291	136,623	4,332
Unemployment Insurance	5,908	6,874	7,017	143
Workers' Compensation	40,282	53,202	61,106	7,904
<b>Fringe Benefits Subtotal</b>	<b>\$ 3,154,391</b>	<b>\$ 3,417,937</b>	<b>\$ 3,940,549</b>	<b>\$ 522,612</b>
<b>Total Personnel Expenditures</b>			<b>\$ 11,451,533</b>	

## Central Stores Fund

### Department Expenditures

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Central Stores	\$ 10,297,454	\$ 7,807,171	\$ 7,940,372	133,201
Purchasing & Contracting	100,564	3,662,147	3,469,154	(192,993)
<b>Total</b>	<b>\$ 10,398,018</b>	<b>\$ 11,469,318</b>	<b>\$ 11,409,526</b>	<b>\$ (59,792)</b>

### Department Personnel

	FY2024 Budget	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Central Stores	20.00	20.00	21.00	1.00
Purchasing & Contracting	1.00	1.00	0.00	(1.00)
<b>Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	\$ 70,969	\$ -
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
<b>Support for Information Technology</b>	0.00	(2,163)	-
Adjustment to expenditure allocations according to an annual review of information technology funding requirements.			
<b>Non-Discretionary Adjustment</b>	0.00	(47,823)	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
<b>One-Time Additions and Annualizations</b>	0.00	(80,775)	687,361
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2025.			
<b>Revised Revenue</b>	0.00	-	(276,551)
Adjustment to reflect revised non-discretionary revenue projections.			
<b>Total</b>	<b>0.00</b>	<b>\$ (59,792)</b>	<b>\$ 410,810</b>



# Purchasing and Contracting

## Expenditures by Category

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 801,288	\$ 898,366	\$ 970,741	\$ 72,375
Fringe Benefits	531,663	697,975	696,569	(1,406)
<b>PERSONNEL SUBTOTAL</b>	<b>1,332,951</b>	<b>1,596,341</b>	<b>1,667,310</b>	<b>70,969</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 8,301,057	\$ 8,763,417	\$ 8,765,002	\$ 1,585
Contracts & Services	523,600	635,205	512,221	(122,984)
<i>External Contracts &amp; Services</i>	205,833	236,168	156,315	(79,853)
<i>Internal Contracts &amp; Services</i>	317,767	399,037	355,906	(43,131)
Information Technology	33,037	262,469	260,306	(2,163)
Energy and Utilities	207,472	210,958	203,759	(7,199)
Other	-	928	928	-
Capital Expenditures	(100)	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>9,065,067</b>	<b>9,872,977</b>	<b>9,742,216</b>	<b>(130,761)</b>
<b>Total</b>	<b>\$ 10,398,018</b>	<b>\$ 11,469,318</b>	<b>\$ 11,409,526</b>	<b>\$ (59,792)</b>

## Revenues by Category

	FY2024 Actual	FY2025 Budget	FY2026 Draft	FY2025-2026 Change
Charges for Services	\$ 10,462,649	\$ 10,649,641	\$ 11,060,451	\$ 410,810
Other Revenue	238,629	176,000	176,000	-
Rev from Money and Prop	43,915	-	-	-
<b>Total</b>	<b>\$ 10,745,193</b>	<b>\$ 10,825,641</b>	<b>\$ 11,236,451</b>	<b>\$ 410,810</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2024 Budget	FY2025 Budget	FY2026 Draft	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	2.00	2.00	0.00	\$ 49,620 - 59,689	\$ -
20000024	Administrative Aide 2	0.00	0.00	2.00	67,180 - 80,983	134,360
20000171	Auto Messenger 1	4.00	4.00	4.00	37,521 - 45,078	156,063
20000110	Auto Messenger 2	7.00	7.00	7.00	42,806 - 51,586	349,084
20001222	Program Manager	1.00	1.00	1.00	78,886 - 290,057	176,833
20000950	Stock Clerk	2.00	2.00	2.00	43,003 - 51,936	94,939
20000955	Storekeeper 1	3.00	3.00	3.00	49,533 - 59,405	176,136
20000956	Storekeeper 2	1.00	1.00	1.00	54,141 - 65,454	65,454
20000538	Stores Operations Supervisor	1.00	1.00	1.00	77,008 - 92,973	77,008
	Budgeted Personnel					(289,926)
	Expenditure Savings					
	Overtime Budgeted					19,276
	Standby Pay					5,567
	Vacation Pay In Lieu					5,947
<b>FTE, Salaries, and Wages Subtotal</b>		<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>\$</b>	<b>970,741</b>

# Purchasing and Contracting

	FY2024		FY2025		FY2026		FY2025-2026
	Actual		Budget		Draft		Change
<b>Fringe Benefits</b>							
Employee Offset Savings	\$	1,624	\$	2,224	\$	2,359	\$ 135
Flexible Benefits		211,586		267,092		238,215	(28,877)
Long-Term Disability		2,536		3,160		4,766	1,606
Medicare		12,613		12,659		13,711	1,052
Other Post-Employment Benefits		56,915		74,484		61,545	(12,939)
Retiree Medical Trust		1,533		1,629		1,773	144
Retirement 401 Plan		5,232		5,784		5,328	(456)
Retirement ADC		194,166		257,699		291,235	33,536
Risk Management Administration		16,860		24,948		24,870	(78)
Supplemental Pension Savings Plan		17,222		19,592		29,320	9,728
Unemployment Insurance		692		901		890	(11)
Workers' Compensation		10,683		27,803		22,557	(5,246)
<b>Fringe Benefits Subtotal</b>	<b>\$</b>	<b>531,663</b>	<b>\$</b>	<b>697,975</b>	<b>\$</b>	<b>696,569</b>	<b>\$ (1,406)</b>
<b>Total Personnel Expenditures</b>					<b>\$</b>	<b>1,667,310</b>	

# Purchasing and Contracting

## Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2024 Actual	FY2025* Budget	FY2026** Draft
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 137,451	\$ 494,204	\$ 195,192
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 137,451</b>	<b>\$ 494,204</b>	<b>\$ 195,192</b>
REVENUE			
Charges for Services	\$ 10,462,649	\$ 10,649,641	\$ 11,060,451
Other Revenue	238,629	176,000	176,000
Revenue from Use of Money and Property	43,915	-	-
<b>TOTAL REVENUE</b>	<b>\$ 10,745,193</b>	<b>\$ 10,825,641</b>	<b>\$ 11,236,451</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 10,882,644</b>	<b>\$ 11,319,845</b>	<b>\$ 11,431,643</b>
OPERATING EXPENSE			
Personnel Expenses	\$ 801,288	\$ 898,366	\$ 970,741
Fringe Benefits	531,663	697,975	696,569
Supplies	8,291,479	8,763,417	8,765,002
Contracts & Services	523,600	635,205	512,221
Information Technology	33,037	262,469	260,306
Energy and Utilities	207,472	210,958	203,759
Other Expenses	-	928	928
Capital Expenditures	(100)	-	-
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 10,388,440</b>	<b>\$ 11,469,318</b>	<b>\$ 11,409,526</b>
<b>TOTAL EXPENSE</b>	<b>\$ 10,388,440</b>	<b>\$ 11,469,318</b>	<b>\$ 11,409,526</b>
<b>BALANCE</b>	<b>\$ 494,204</b>	<b>\$ (149,473)</b>	<b>\$ 22,117</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 10,882,644</b>	<b>\$ 11,319,845</b>	<b>\$ 11,431,643</b>

\* At the time of publication, audited financial statements for Fiscal Year 2025 were not available. Therefore, the Fiscal Year 2025 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2025 Adopted Budget, while the beginning Fiscal Year 2025 balance amount reflects the audited Fiscal Year 2024 ending balance.

\*\* Fiscal Year 2026 Beginning Fund Balance reflects the projected Fiscal Year 2025 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2025.