

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.

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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.

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 Purchasing and Contracting staff.
- Foster a skilled and sustainable workforce.

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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.
- Made information related to goods & services contracts more accessible by: - Launching the Ariba Contract Tracking (ACT) Report - Providing all City staff with view-only access to Ariba - Creating a Procurement Training Catalog of targeted courses 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 conversion of 3.00 FTE Procurement Contracting Officers to fully budgeted, full-time, permanent positions will support proactive efforts to mitigate potential equity impacts. Once filled, these positions will enhance the department's ability to redistribute workload more equitably among its staff, which in turn enhances their capacity toward equitable procurement outcomes, including improved internal training that addresses disparities in staff knowledge of procurement processes, requirements, and best practices.

Budget Adjustment(s)

Do the requests impact existing or potential disparities?

Yes

The budget adjustment to convert 3.00 FTE Procurement Contracting Officers to fully budgeted, full-time, permanent positions aligns with Tactical Equity Plan Goal 2, "Increase efficiency of procurement process," and Goal 4, "Ensure excellent customer service." Once filled, these positions will enhance the department's ability to redistribute workload more equitably among its staff, which in turn enhances their capacity toward equitable procurement outcomes, including improved internal training that addresses disparities in staff knowledge of procurement processes, requirements, and best practices. However, at the same time, the budget adjustment to reduce 1.00 FTE Program Coordinator in Goods & Services Procurement impacts the department's ability to provide effective Citywide contract administration and oversight. Existing staff cannot dedicate specific time for these efforts, and tasks will need to be reprioritized and redistributed, which will cause significant implementation delays.

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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 120 days for all goods, services, and construction contracts, regardless of funding source.	59%	77%	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%	15%	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	24	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 ¹	Percentage of reservations received, processed, and ready for pick up or delivery within 10 business days of receipt.	N/A	55%	75%

1. New KPI for Fiscal Year 2026.

Purchasing and Contracting

Department Summary

	FY2024 Actual	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
FTE Positions (Budgeted)	85.00	90.00	90.00	0.00
Personnel Expenditures	\$ 9,850,298	\$ 11,514,103	\$ 12,993,711	\$ 1,479,608
Non-Personnel Expenditures	9,970,984	11,155,025	10,933,237	(221,788)
Total Department Expenditures	\$ 19,821,282	\$ 22,669,128	\$ 23,926,948	\$ 1,257,820
Total Department Revenue	\$ 12,266,434	\$ 13,248,004	\$ 11,940,606	\$ (1,307,398)

General Fund

Department Expenditures

	FY2024 Actual	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
Equal Opportunity Contracting	\$ 1,043,084	\$ 1,336,717	\$ 2,047,639	\$ 710,922
Purchasing & Contracting	8,380,180	9,863,093	10,475,563	612,470
Total	\$ 9,423,264	\$ 11,199,810	\$ 12,523,202	\$ 1,323,392

Department Personnel

	FY2024 Budget	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
Equal Opportunity Contracting	11.00	13.00	13.00	0.00
Purchasing & Contracting	53.00	56.00	56.00	0.00
Total	64.00	69.00	69.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	0.00	\$ 1,500,268	\$ -
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Employ and Empower Program Support	1.00	53,926	53,955
Addition of 1.00 Management Interns - Hourly and associated revenue to support the Employ and Empower Program.			
Non-Standard Hour Personnel Funding	0.00	24,111	-
Funding allocated according to a zero-based annual review of hourly funding requirements.			
Non-Discretionary Adjustment	0.00	19,452	-
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.			
Support for Information Technology	0.00	(104,590)	-
Adjustment to expenditure allocations according to an annual review of information technology funding requirements.			

Purchasing and Contracting

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Reduction of Program Coordinators	(1.00)	(169,775)	-
Reduction of 1.00 Program Coordinator that supports the goods & services function.			
Revised Revenue	0.00	-	(1,772,163)
Adjustment to reflect revised revenue to reflect a decrease in billable work.			
Total	0.00	\$ 1,323,392	\$ (1,718,208)

Expenditures by Category

	FY2024 Actual	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
PERSONNEL				
Personnel Cost	\$ 5,362,956	\$ 6,499,825	\$ 7,402,941	\$ 903,116
Fringe Benefits	3,154,391	3,417,937	3,923,351	505,414
PERSONNEL SUBTOTAL	8,517,347	9,917,762	11,326,292	1,408,530
NON-PERSONNEL				
Supplies	\$ 20,318	\$ 44,374	\$ 46,023	\$ 1,649
Contracts & Services	276,668	500,548	518,351	17,803
<i>External Contracts & Services</i>	<i>188,539</i>	<i>357,662</i>	<i>357,662</i>	-
<i>Internal Contracts & Services</i>	<i>88,129</i>	<i>142,886</i>	<i>160,689</i>	<i>17,803</i>
Information Technology	585,710	718,015	613,425	(104,590)
Energy and Utilities	18,286	14,000	14,000	-
Other	4,935	5,111	5,111	-
NON-PERSONNEL SUBTOTAL	905,917	1,282,048	1,196,910	(85,138)
Total	\$ 9,423,264	\$ 11,199,810	\$ 12,523,202	\$ 1,323,392

Revenues by Category

	FY2024 Actual	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
Charges for Services	\$ 1,312,767	\$ 2,422,363	\$ 704,155	\$ (1,718,208)
Other Revenue	208,475	-	-	-
Total	\$ 1,521,241	\$ 2,422,363	\$ 704,155	\$ (1,718,208)

Personnel Expenditures

Job Number	Job Title / Wages	FY2024 Budget	FY2025 Budget	FY2026 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	4.00	4.00	4.00	\$ 58,356 - 70,259	\$ 257,676
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
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 - Hourly	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

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Personnel Expenditures

Job Number	Job Title / Wages	FY2024 Budget	FY2025 Budget	FY2026 Adopted	Salary Range	Total
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 - Hourly	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	1.00	36,364 - 218,225	127,294
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
FTE, Salaries, and Wages Subtotal		64.00	69.00	69.00	\$	7,402,941

	FY2024 Actual	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
Fringe Benefits				
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	36,906	12,730
Medicare	78,398	96,881	105,581	8,700
Other Post-Employment Benefits	202,398	206,900	211,744	4,844
Retiree Medical Trust	8,509	10,747	12,066	1,319
Retirement 401 Plan	33,256	43,002	48,259	5,257
Retirement ADC	2,017,975	2,123,237	2,459,175	335,938
Retirement DROP	2,210	3,472	2,576	(896)
Risk Management Administration	60,094	69,300	86,632	17,332
Supplemental Pension Savings Plan	106,475	132,291	136,623	4,332
Unemployment Insurance	5,908	6,874	6,914	40
Workers' Compensation	40,282	53,202	60,329	7,127
Fringe Benefits Subtotal	\$ 3,154,391	\$ 3,417,937	\$ 3,923,351	\$ 505,414
Total Personnel Expenditures			\$ 11,326,292	

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Central Stores Fund

Department Expenditures

		FY2024 Actual		FY2025 Budget		FY2026 Adopted		FY2025-2026 Change
Central Stores	\$	10,297,454	\$	7,807,171	\$	7,934,592	\$	127,421
Purchasing & Contracting		100,564		3,662,147		3,469,154		(192,993)
Total	\$	10,398,018	\$	11,469,318	\$	11,403,746	\$	(65,572)

Department Personnel

		FY2024 Budget		FY2025 Budget		FY2026 Adopted		FY2025-2026 Change
Central Stores		20.00		20.00		21.00		1.00
Purchasing & Contracting		1.00		1.00		0.00		(1.00)
Total		21.00		21.00		21.00		0.00

Significant Budget Adjustments

		FTE		Expenditures		Revenue
Salary and Benefit Adjustments		0.00	\$	71,078	\$	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.						
Support for Information Technology		0.00		(918)		-
Adjustment to expenditure allocations according to an annual review of information technology funding requirements.						
Non-Discretionary Adjustment		0.00		(54,957)		-
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.						
One-Time Additions and Annualizations		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.						
Revised Revenue		0.00		-		(276,551)
Adjustment to reflect revised revenue projections.						
Total		0.00	\$	(65,572)	\$	410,810

Expenditures by Category

		FY2024 Actual		FY2025 Budget		FY2026 Adopted		FY2025-2026 Change
PERSONNEL								
Personnel Cost	\$	801,288	\$	898,366	\$	970,741	\$	72,375
Fringe Benefits		531,663		697,975		696,678		(1,297)
PERSONNEL SUBTOTAL		1,332,951		1,596,341		1,667,419		71,078
NON-PERSONNEL								

Purchasing and Contracting

Expenditures by Category

	FY2024 Actual	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
Supplies	\$ 8,301,057	\$ 8,763,417	\$ 8,765,002	\$ 1,585
Contracts & Services	523,600	635,205	505,087	(130,118)
<i>External Contracts & Services</i>	205,833	236,168	159,051	(77,117)
<i>Internal Contracts & Services</i>	317,767	399,037	346,036	(53,001)
Information Technology	33,037	262,469	261,551	(918)
Energy and Utilities	207,472	210,958	203,759	(7,199)
Other	-	928	928	-
Capital Expenditures	(100)	-	-	-
NON-PERSONNEL SUBTOTAL	9,065,067	9,872,977	9,736,327	(136,650)
Total	\$ 10,398,018	\$ 11,469,318	\$ 11,403,746	\$ (65,572)

Revenues by Category

	FY2024 Actual	FY2025 Budget	FY2026 Adopted	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	-	-	-
Total	\$ 10,745,193	\$ 10,825,641	\$ 11,236,451	\$ 410,810

Personnel Expenditures

Job Number	Job Title / Wages	FY2024 Budget	FY2025 Budget	FY2026 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
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
FTE, Salaries, and Wages Subtotal		21.00	21.00	21.00		\$ 970,741

	FY2024 Actual	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
Fringe Benefits				
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	61,080	(13,404)
Retiree Medical Trust	1,533	1,629	1,773	144

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	FY2024 Actual	FY2025 Budget	FY2026 Adopted	FY2025-2026 Change
Retirement 401 Plan	5,232	5,784	5,328	(456)
Retirement ADC	194,166	257,699	291,794	34,095
Risk Management Administration	16,860	24,948	24,990	42
Supplemental Pension Savings Plan	17,222	19,592	29,320	9,728
Unemployment Insurance	692	901	890	(11)
Workers' Compensation	10,683	27,803	22,452	(5,351)
Fringe Benefits Subtotal	\$ 531,663	\$ 697,975	\$ 696,678	\$ (1,297)
Total Personnel Expenditures			\$ 1,667,419	

Purchasing and Contracting

Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2024 *** Actual	FY2025* Budget	FY2026** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 137,451	\$ 494,204	\$ 314,842
TOTAL BALANCE AND RESERVES	\$ 137,451	\$ 494,204	\$ 314,842
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	-	-
TOTAL REVENUE	\$ 10,745,193	\$ 10,825,641	\$ 11,236,451
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 10,882,644	\$ 11,319,845	\$ 11,551,293
OPERATING EXPENSE			
Personnel Expenses	\$ 801,288	\$ 898,366	\$ 970,741
Fringe Benefits	531,663	697,975	696,678
Supplies	8,291,479	8,763,417	8,765,002
Contracts & Services	523,600	635,205	505,087
Information Technology	33,037	262,469	261,551
Energy and Utilities	207,472	210,958	203,759
Other Expenses	-	928	928
Capital Expenditures	(100)	-	-
TOTAL OPERATING EXPENSE	\$ 10,388,440	\$ 11,469,318	\$ 11,403,746
TOTAL EXPENSE	\$ 10,388,440	\$ 11,469,318	\$ 11,403,746
BALANCE	\$ 494,204	\$ (149,473)	\$ 147,547
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 10,882,644	\$ 11,319,845	\$ 11,551,293

* 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.

***The FY 2024 Actual column includes accounting adjustments to accurately reflect fund balance and, therefore, may not directly reflect the data included in the department tables.